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DEPARTMENT
— OF —
PUBLIC WELFARE

Manual
of
Regulations and Procedures

ADMINISTRATION 1

FILING

A. General

The following is an outline of the filing arrangement to be used in Regional Offices.

Outline of Filing Arrangement

First Division: Applies to staff, stationery, statistics, work sheets, files transferred and miscellaneous.

Second Division: Section 1 - Family folders containing related files distinguished by colour backs.

Section 2 - Pending and miscellaneous. Most material from this section is transferable to Section 1 on advice from Central Office.

Section 3 - Approved applications for children
(a) adoption - part 1
(b) boarding - part 2

First Division

The files in this division shall be filed alphabetically according to subject matter and shall include such subjects as staff, stationery, statistics, work sheets, files transferred, etc., as well as a miscellaneous file. New files shall be opened each calendar year. The old files shall be held two years and if they have been inactive during that time shall be taken from their folders and destroyed by fire (see closed files - Section G).

Second Division

In this division individual files will be maintained on each recipient or government ward. Categories of assistance will be designated by colored file backs. Blue will represent public assistance, green will represent pensions, red will represent child welfare. These files will be grouped and inserted into family folders; the latter to be filed alphabetically. A family for this purpose will be one family unit, i.e., mother, father and their children. A family folder may thus have in it several files and will often include at least two categories, for example, public assistance and child welfare or public assistance and pensions. It would be possible to include all three, e.g., if the children of a pensioner being supplemented by public assistance were to be made wards. Complications of family relationships will become involved due to common-law relationships but generally a family unit will be the man and woman caring for his or her or their children and will be kept a unit folder until the marriage relationship is broken and another entered or until the children marry or seek assistance on their own. A single adult person is to be considered a family unit. If a child is made a ward or if several children of a family are

FILING

A. General

made wards, a family folder in the parents' names will be made even though the parents have had no previous contact with the Department.

To avoid numerous colors, C.U.P.A. files will be made on red file backs and Rehabilitation of Disabled Persons on blue file backs.

Also in the second division, but apart from family folders, will be a pending or miscellaneous section. These will be made up of sundry inquiries, correspondence, etc., which does not warrant a family folder to be completed and which may safely be destroyed after two years of inactivity. In this section may be filed branch copies of initial applications for children, pensions or public assistance, apprehensions, etc., pending receipt of Central Office file advice.

A third section of the second division will include all those approved applications for children, divided into two parts, adopting and boarding. Regional Office files on nurseries and institutions shall be included in this section.

B. Numbering and Preparation

Central Office will retain master files which are divided into Pensions, Child Welfare and Public Assistance. The former will have its number prefixed by category, e.g., M.A.12345; the latter two are combined and have one number without prefix.

Regional Offices will normally have the first contact with all clients and will handle files in the following ways:

Child Welfare -

Notices of apprehensions or copies of surrenders will be retained in the pending files until Central Office has received Court Orders or the Child Welfare Commission has approved the surrenders at which time the local Regional Office will be advised by form DPW 61A, New File Advice. Regional Offices will then take the pending files, number them in accordance with the advice received, and file in a new or appropriate family folder. On the back of each colored file back will be shown the name of the child, file number and cross references. If the mothers or parents are not continuing as public assistance files, sundry correspondence should be placed on the child or childrens' files. A C.U.P.A. file will be considered as a separate family unit.

A running record should always be on exposed face of file. Placement slips should be stapled on the inside face of back cover of file so that they overlap with the most recent one fully exposed.

Public Assistance

(a) Social Assistance - When material aid is granted by the Regional Office the application form, budget sheet and, when applicable, a social history will form an immediate file and shall be placed in a new or

ADMINISTRATION 1 (Continued)

FILING

B. Numbering and Preparation

appropriate family folder. Name of recipient, cross references and chargeability, if other than "Provincial Charge", shall be shown on file backs. No number is required.

(b) Social Allowance - Copies of applications taken for social allowance shall be held in miscellaneous until advice is received from Central Office on form DPW 61. When this is received Regional Office will place number, name and cross reference on file back and place in new or appropriate family folder.

(c) Rehabilitation files will be in the same manner as social allowance. Where a rehabilitation client is also a social allowance recipient the files will be combined into one numbered file.

Pensions - Similar to social allowances outlined above, pension applications shall be mailed to Central Office with Regional Office copy held as pending file. Approval and file number will be sent to Regional Office on form DPW 61B, when the file shall be numbered and placed in family folder. Name of recipient, file number, and cross reference shall be shown on file back.

C. Cross Indexing

Since family folders are filed alphabetically it may not be necessary to maintain cross index cards in most Regional Offices. However, since correspondence may come with only a number for a reference, all Regional Offices should maintain a list, chronologically, of their Central Office file numbers showing the name of the recipient beside each number.

In larger Regional Offices a cross reference card system should be maintained. Cards may be obtained from Central Office for this purpose and shall be filed alphabetically according to surname of ward, recipient or cross reference. The latter should include such other names as ward's brothers and sisters (provided they are also wards), common-law names or alias, etc. The following sample of cross reference card should be used as a guide:

Surname   Christian Names   Birthdate   File No.

Name of Parents if Child Welfare

Name of Children if Public Assistance

Permanent Home Address

Chargeability

Cross References

FILING

D. Office Control of Files

This section will be applicable specifically to the Regional Office in Edmonton where a large staff is involved and central filing is in use. However, Calgary and other Regional Offices may find value in some of the procedures if they are having difficulty in locating files when required. The procedures described are also in use in Central Office.

When an individual requires a file, he shall request it from the Filing Room who will charge it out to him by means of a charge out slip placed in the file folder in the cabinet. Any employee other than workers or senior staff must have a reason to withdraw a file. Once charged, the individual is responsible for that file until he returns it to the Filing Room or until he transfers it to another person by listing on the form provided for that purpose and having it acknowledged by the person to whom it is transferred. Normally no files should be removed from a person's desk without the acknowledgement of the person responsible. In exceptional cases if a file is urgently required and the responsible person is out of the office, it may be removed by listing it on the transfer form provided and acknowledged by the person requiring the file In this way the latter person becomes responsible for it. It is imperative that no file be removed without such acknowledgement. In cases where groups of files follow definite channels of flow and may be required by other staff members for a short time only, as would be the case if signatures only are required, they may be transferred to that person without being acknowledged, provided a basket or some similar means is used to separate these files from others in order that the person responsible may still locate any file if it should be required. Again, it must be emphasized that no files can be removed from such baskets without the permission of the person responsible for the file. In cases where groups of files are not returnable to the person to whom they are charged, they shall be listed and acknowledged in the regular manner.

Each Friday night prior to close of business, the transfer lists for that week, together with a list of all files in the possession of each person, shall be completed and handed to the Filing Room. A new transfer list shall then be started Monday morning.

Files are to be drawn only be members of the Filing Room staff. The Filing Room is to be considered out of bounds to other staff members and shall be kept locked at times other than business hours.

At the discretion of the regional office supervisor, files may be taken out of the office by a worker when necessary. There would appear to be little justification for taking child welfare files out of the office except for court purposes or in exceptional circumstances. It may, however, be necessary to refer to a file when the worker is doing annual reports on Social Allowance or Pension recipients. The worker will be held personally responsible for any files taken out of the office. These must be kept continually in his possession in a brief case or locked securely and out of sight in the car. As the information contained in these files is confidential, the Department and client could be seriously harmed by their loss.

ADMINISTRATION 1 (Continued)

FILING

E. Regional Office Transfers

When a ward is transferred from one Regional Office to another or when a recipient moves from one Regional Office district to another, the file must follow. In most cases the originating office will be aware of the move and shall mail the file, with covering memo, by registered mail. In other cases, the file shall be requested by the office affected as the occasions arise. Any other supporting records, such as cross-index cards, child welfare kardex cards shall, of course, accompany the files. All changes of address shall be reported to Central Office for the master files, using information slips where applicable, otherwise by separate memo. Social Assistance files may be transferred from one office to another when required without reference to Central Office.

F. Correspondence

Since separated files are being kept on each recipient or ward, it is preferable to restrict each memo to one subject. If this is not possible or where, for example, a group of wards are included, sufficient copies of the memo shall be made for each file plus one for Central Office.

Each memo shall be properly headed showing subject and Central Office file number, e.g.,

Re: BLACK, John Arthur　　　File No. 56148
Grande Prairie, Alberta

In this way it can be readily filed or the file readily produced.

Central Office should receive a copy of all correspondence which affects the history of a case.

Correspondence which is to be filed shall be initialed by the responsible Worker. Following distribution of mail, if a file is required it shall be so clearly stated on the correspondence in order to avoid any possibility of the mail being placed on the file and the file replaced in the drawer. (See also Administration 2 - Mail)

G. Closed Files

New files in Division One shall be opened each calendar year. The old files shall be held two years at which time they shall be taken from their folders and destroyed.

Pending files shall be thoroughly reviewed each year end. They shall be held two further years at which time if there has been no subsequent activity they may be destroyed by fire. In other words, a pending file shall be destroyed following two full years inactivity.

FILING

G. Closed Files

Files on Government Wards shall be mailed to Central Office when wardship is cancelled for any reason. There they will be reviewed, stripped, combined with Central Office files and micro-filmed by years, chronologically, according to date of cancellation of wardship or adoption.

Public Assistance files shall be retained three years following date of last activity, at which time they may be destroyed by fire. Prior to destruction, they should be reviewed in case there are any valuable documents which should be returned. Provincial disability, mother's allowance, widows and supplementary allowance files shall be retained for three years following cancellation, suspension or death of the pensioner and then destroyed by fire. If a person should re-apply after this period, he shall be considered a new applicant and will make application for a social allowance. Federal-Provincial shared programs files, disability, blind and old age assistance, shall be destroyed after a three-year period of inactivity.

C.U.P. files at regional offices may be considered "inactive" when a Paternity Agreement or an Affiliation Order has been made and/or no further immediate work is required at the regional office. Where a file has remained continuously inactive for a period of two years the file may be destroyed. Prior to destruction any valuable documents are to be forwarded to Central Office, except those of which the original has previously been forwarded to Central Office.

Where a file is reactivated for the purpose of collection or enforcement, the "inactive" period will commence at the termination of the collection or enforcement activity.

H. Care of Files

The confidential nature of the Department's business cannot be too strongly impressed on all staff. Files must be kept from public view during the day and locked in cabinets at night. At no time should a file be released to a client and, only after Central Office permission, to any other person.

ADMINISTRATION 2

MAIL

A. Incoming Mail

All incoming mail shall be opened immediately it is received. In smaller Regional Offices, that is those with a staff of five or less, the mail shall be opened by the Regional Office Administrator and date stamped. In his absence it shall be opened by the next senior person. In larger offices the responsibility of opening the mail may be delegated to two senior members who shall open the mail in the presence of each other. Immediately it is opened it shall be distributed in accordance with the instructions from the Regional Office Administrator.

Any cash or cheques which may be received in the mail shall be listed on a blotter provided. If no circular provides instructions for its disposition, it shall be remitted to the Accountant at Central Office with a covering memo. Cash or currency must not be remailed but remitted by cheque or money order. If conditions warrant, permission may be obtained from Central Office to open a transfer account.

Correspondence received believed to belong to another Regional Office or where there is any doubt regarding content, shall be returned to Central Office who will either deal with it directly or will forward it to the proper Regional Office.

Incoming registered mail shall be opened by two people who will record date received, contents and disposal in a registered mail record. Both shall initial beside each entry made.

No arrangements regarding post office boxes shall be made without prior approval from Central Office.

B. Outgoing Mail

All outgoing memos to Central Office shall be addressed from the Regional Office to Central Office. No names of individual officers need be included. The subject of the memo should be clearly stated in every case and shall include the Central Office file number whenever applicable together with the full name of the person concerned. In Public Assistance or Pension cases, it would be the full name of the recipient. In Child Welfare cases, the full name of the ward or wards. So that workers may be given full recognition for the work they have done and reported and in order to facilitate mail handling, workers will sign their own reports. These will then be signed or initialled and forwarded by the Unit Supervisor, or the Regional Office Adminstrator where there is no Unit Supervisor. Mail from Central Office will pass through the same channels. Memoranda are to be set up as follows:

MAIL

B. Outgoing Mail (continued)

(a) Memo from Regional Office to Central Office

From - (Name of Regional Office)
(Name of unit where applicable)

To - Central Office
(Name of Branch or Division)

For attention of: (Branch Head, Supervisor or other person)

(Heading)

---- (Body of Report) ----

(Signature) Social Worker
(Social Worker's Name)

(Initials) Supervisor (if not applicable - Administrator)

(b) Memo from Central Office to Regional Office

From - Central Office
(Name of Branch or Division)

To - Name of Regional Office
Supervisor of (name of unit) (where applicable)

For attention of: (name of worker)

(Heading)

---- (Body of Report) ----

(signature of author of report) (position)
(Branch, Division or office)

Outgoing memos from one regional office to another will follow the same procedure.

Unless the memo is for the personal attention of a regional office administrator, all envelopes shall be addressed as follows: The Administrator, Department of Public Welfare, address. Should there be a valid reason to mark the mail 'Personal' or 'confidential', it shall be addressed to the Administrator by name and shall not be opened by any other person unless prior authority has been given by him.

ADMINISTRATION 2

MAIL

B. Outgoing Mail (continued)

At no time should memos be addressed to individual workers, although they may be sent to the attention of a particular worker. Since a separate file will be established for each ward, memos of consequence to several files shall be sent in sufficient copies for the number of files concerned as well as one for Central Office.

To avoid unnecessary photostating, regional offices should make certain to submit memos in duplicate, or triplicate when necessary, whenever Central Office is asked to forward a request, obtain a report or where there may be a possibility of using the regional office letter to further advantage.

It should be noted that all corresppndence to other provinces must be channelled through Central Office. This is accepted interprovincial procedure. Similarly any requests for services for the R.C.M.P. shall also come from Central Office. In both cases the memos shall be written from the regional office administrator to Central Office. These requests for services from other provinces are to be received in triplicate and for services from the R.C.M.P. in quadruplicate.

Registered mail dispatched will be sealed in the presence of two people, recorded in the mail record and initialled. In general, registered mail should be confined to forwarding money (money orders and cheques, no cash) and interim receipt books, property of private individuals, such as birth certificates, etc., along with attached departmental documents or memos if such exists and any items mentioned in the manual as requiring registration.

Care shall be taken to see that the correct amount of postage is affixed by the use of a weigh scale. An adequate supply of stamps shall be maintained and kept in a locked container. Cheques for stamp purchases shall be supplied from Central Office on request of the regional offices. Stamps shall not be sold to the staff or to the general public. The full amount of any cash collections must be remitted to Central Office. Reimbursement of the cost of purchasing the money orders should be included on an Expense Account submission and the money order stub attached.

ADMINISTRATION 3

STATIONERY, EQUIPMENT, ETC.

A. Stationery

Requests for stationery shall be made on form DPW 6 and signed by the Regional Office Supervisor. Orders should normally take care of Regional Office needs for a six-month period and should be accumulated as much as possible to enable Central Office to make fewer, but larger, shipments. Orders should not include forms which are not expected to be used by the office. Sample forms are appended to the circulars for reference. When advised of a revision, discontinuation, or a new form, the sample section shall be amended accordingly. Discontinued forms shall be destroyed.

Orders should include name of form as well as number, and state clearly the amount required. The original copy of the order will be returned with the stationery as a means of checking by the Regional Office. Any changes in the order will be shown on the copy. As an acknowledgement of receipt of the supplies in Regional Office, the original copy of the order shall be returned to Central Office.

When ordering stationery and departmental forms on the same requisition, Regional Offices should be aware that the forms are sent out with the order from Central Office but stationery is supplied directly from the Queen's Printer. This is so indicated on the requisition. Please hold the requisition which is returned to the Regional Office with the forms until the stationery from the Queen's Printer is received. Then check off, sign and return the requisition together with the delivery slip from the Queen's Printer. In this way Central Office can be sure of delivery. Please type one item on one line only and when writing concerning orders refer to the requisition number. Make sure that the requisitions are signed by the Regional Office Supervisor.

Care must be taken to keep stationery stock in good order to avoid waste. Printed forms are expensive and must be used only for purpose intended.

B. Equipment and Furniture

Requests for any type of equipment or furniture shall be made by separate memo to Central Office. Regional Offices shall make no requests or arrangements directly with the Department of Public Works or any other firm or organization.

Normally equipment must be specifically provided for in the estimates. For this reason any Branch requests should be in by October 31st in any year. Delivery would then be made after the first of the next fiscal year. Requests for furniture or fixtures should be made in like manner.

Under no circumstances shall any equipment be moved from one location to another. Records are maintained in Central Office on each item, showing location and depreciated cost.

Each Regional Office is supplied with a record card for each unit of

ADMINISTRATION 3 (Continued)

STATIONERY, EQUIPMENT, ETC.

B. Equipment and Furniture

equipment, e.g. typewriters, adding machines and recorders, that are assigned to that particular office. These cards are intended to keep a record of service or repairs done to each particular unit, and should be so marked when services are made. If at any time a unit is returned to Central Office, the corresponding card must also be returned with it.

All office equipment in the Regional Offices has been put on service through the offices of the Queen's Printer, and various typewriter and service companies throughout the province have been authorized to service and maintain these machines. The following is a list of Regional Offices and the names of the typewriter and service agents that have been authorized to do this service. It will be noted that service dates vary from one a month to twice a year. Those regional Offices that have service dates less than once a month, e.g. every three months or twice a year, are asked to request extra ribbons from the service men when they are there. Workers' portable typewriters should also be serviced at this time. Adding machines and recorders are usually serviced every three months. If an emergency arises, the Regional Office Supervisor must contact the proper authorized service company listed for their area. If the company servicing your area is located in Edmonton, it would be advisable to contact Central Office. Please inform the servicing company to submit these accounts direct to the Queen's Printer.

Athabasca - serviced every 3 months

Royal Typewriter Company,
12302 - Jasper Avenue,
EDMONTON, Alberta

Barrhead - serviced every 3 months

Underwood Typewriter Company,
10050 - 106th Street,
EDMONTON, Alberta

Bonnyville - serviced every 3 months

Royal Typewriter Company,
12302 - Jasper Avenue,
EDMONTON, Alberta

Calgary - serviced every month

Royal Typewriter Company located in Calgary services three machines.

Underwood Typewriter Company located in Calgary services nine machines.

ADMINISTRATION 3 (Continued)

STATIONERY, EQUIPMENT, ETC.

B. Equipment and Furniture

Calgary (Continued)

Adding Machines services by:
Office Control System
240 - 16th Avenue N.E.,
CALGARY, Alberta.

Recorders services by:
Canadian Electronics Ltd.,
334 - 4th Avenue S.E.,
CALGARY, Alberta.

Drumheller - serviced every 3 months

Calgary Typewriter and Office Supply.

Edmonton - serviced every month

Office of the Queen's Printer (all typewriters)
Adding Machines - serviced every three months.

Phillips Recorders - serviced every three months
Canadian Electronics Services.

Edson - serviced every three months

Royal Typewriter Company,
12302 - Jasper Avenue,
EDMONTON, Alberta.

Grande Prairie - serviced every month

Grande Prairie Business Machines Company,
GRANDE PRAIRIE, Alberta.

High Prairie - serviced every 3 months

Royal Typewriter Company,
12302 - Jasper Avenue,
EDMONTON, Alberta.

Gunn Hostel - serviced twice a year

Royal Typewriter Company,
12302 - Jasper Avenue,
EDMONTON, Alberta.

ADMINISTRATION 3 (Continued)

STATIONERY, EQUIPMENT, ETC.

B. Equipment and Furniture

Lac La Biche - serviced every 3 months

Underwood Typewriter Company,
10050 - 106th Street,
EDMONTON, Alberta

Lethbridge - serviced every month

Underwood Typewriter Company,
910 - 3rd Avenue South,
LETHBRIDGE, Alberta

Medicine Hat - serviced every month

Marshall Book Store Limited,
621 - 2nd Street,
MEDICINE HAT, Alberta

Ogden Hostel - serviced every 3 months

Calgary Typewriter & Office Supplies,
CALGARY, Alberta

Peace River - serviced every 3 months

Royal Typewriter Company
12302 - Jasper Avenue,
EDMONTON, Alberta

Provincial Hostel - serviced every month

Office of the Queen's Printer,
EDMONTON, Alberta

Red Deer - serviced every 3 months

Office of the Queen's Printer,
EDMONTON, Alberta

Stettler - serviced every 3 months

Underwood Typewriter Company,
10050 - 106th Street,
EDMONTON, Alberta

St. Paul - serviced every 3 months

Underwood Typewriter Company,
10050 - 106th Street
EDMONTON, Alberta

STATIONERY, EQUIPMENT, ETC.

B. Equipment and Furniture

Vegreville - serviced twice a year
April and October

Office of the Queen's Printer,
EDMONTON, Alberta.

Vermilion - serviced every 3 months

Royal Typewriter Company,
12302 - Jasper Avenue,
EDMONTON, Alberta.

Wetaskiwin - serviced twice a year
April and October

Office of the Queen's Printer,
EDMONTON, Alberta.

C. Other Supplies

Items required by Regional Offices in addition to stationery, furniture, or equipment shall be requested by memo stating precisely what is required, the quantity, and reason where applicable.

No supplies should be purchased locally unless approval has been obtained from Central Office. Failure to comply with this requirement may leave the person who ordered the goods responsible for payment. This applies particularly to janitor supplies, light bulbs, etc.

D. Premises

The leasing of premises or allocation of space in Government buildings is arranged by the Department of Public Works upon request of the Minister of Public Welfare. Any enquiries in connection with premises shall be forwarded to Central Office for attention. Janitor services are also arranged through the Department of Public Works. Complaints and suggestions on service shall be submitted to Central Office but any enquiries re janitor employment may be submitted directly to the Department of Public Works or its local representative.

No alterations or decorating shall be made without first obtaining approval from Central Office. Any suggested alterations must be accompanied by an accurate scale drawing showing present and proposed layouts.

STATIONERY, EQUIPMENT, ETC.

E. Telephones

Telephones shall be installed or altered only by authority from Central Office. The servicing will be requisitioned by Central Office to the Department of Public Works.

Each regional office must keep an accurate record of long distance calls. When accounts are received, the supervisor will check the billing against his record, sign the account if in order and send to Central Office for payment. If not in order, it shall be returned to the Telephone Company for correction.

F. Travel Requisitions

Each requisition in the travel requisition booklets supplied for the use of each regional office must be authorized and signed by the regional office supervisor, who will also be responsible for selecting the most economical means of travel.

It should be clearly understood that while authority is delegated to regional office supervisors to issue travel requisitions, the authority to move a ward from one region to another must be obtained from Central Office.

The requisition booklets shall be kept under lock and key at all times and will be subject to audit periodically.

The second or pink copy of a requisition shall be returned to the Accountant at Central Office upon issue.

The name of the recipient on whose behalf the requisition was issued, together with the file number, branch or chargeability shall be clearly written across the top of each requisition, so as to appear on all copies, e.g. Miss Jean Doe File 83333 Child Welfare.

When a travel requisition book has been completed, it is to be returned to the Accountant at Central Office.

G. Interim Receipt Books

Should any money be received in regional office on behalf of the government, an interim receipt, DPW 43, should be issued. These are available in book form from the Accountant at Central Office. No other type of receipt books should be used. One senior clerk or other more senior person, and an alternate to act in his/her absence, shall be responsible for the custody of the interim receipt book, the receipt of cash or cheques collected and the issuing of receipts.

The interim receipt is a three-part form, the original being given to the person making payment, the pink copy being forwarded immediately with the collection to the Accounts Branch at Central Office and the third copy remaining in the book.

The interim receipt book and any funds on hand shall be kept in a locked

STATIONERY, EQUIPMENT, ETC.

G. Interim Receipt Books (continued)

cash box in a locked filing cabinet and care must be taken that it is not misplaced as it will be requested periodically for auditing purposes. All pink copies must be forwarded to the Accountant at Central Office promptly and care must be taken to ensure that the pink copy is a carbon copy of the original. If it is necessary to cancel an interim receipt, both the original and pink copy should be forwarded.

Should there be occasion in a regional office to make collections, Central Office should be advised in order that an interim receipt book may be forwarded. Any books when completed should be returned immediately to Central Office.

H. Identification Cards

Identification cards are issued to workers at the beginning of each calendar year. These cards expire on December 31st and the supervisor of each regional office shall be responsible for the return of the old identification cards held by workers in his office after the new cards have been issued. The supervisor shall also be responsible for the return of the identification cards held by those workers in his office who leave the service.

I. Security of Forms and other Supplies

In addition to the travel requisition and interim receipt books, arrangements should be made the keep the following forms and supplies under lock and key: D.P.W. 14, Authorization; D.P.W. 27, Authorization and Invoice; D.P.W. 18, Public Assistance Vouchers; D.P.C. 9, Direct Purchase Orders; any cheques that may have been forwarded to a regional office, bus tickets and stamps.

J. Inventory

The Department is required to submit to the Provincial Auditor an inventory of stationery and equipment on hand on March 31st of each year. To assist in the compilation of this, the regional offices are asked to send to Central Office not later than March 31st the following:

1. A list of printed forms where 500 sheets or more are in stock, estimated to the closest hundred. Mimeographed forms and stenographic material may be disregarded.

2. A list of typewriters, adding machines and dictating machines, showing the serial number of each unit.

STATIONERY, EQUIPMENT, ETC.

X. Direct Purchase Order Forms

DPC 9, Direct Purchase Order, is a five-part form. This is addressed to the vendor. The first carbon copy, marked Vendor's Copy, is detached and given to the recipient or mailed to the vendor. The original, second and third copies are forwarded to Central Office immediately. The fourth copy is retained in the regional office and placed on the recipient's file or other appropriate place.

The name of the Branch, either Child Welfare or Public Assistance, must be clearly shown at the top of the order. No Appro. or Job No. need be shown. The file number of the recipient shall be typed on the line below the date. As the foster mother should be on clothing allowance or the institution receiving a per diem rate which includes clothing, an explanation must be given on this form when clothing is being purchased for a child in the care of the Child Welfare Branch.

When purchases are made locally, it is necessary to indicate after the letters f.o.b. on DPC 9 the name of the town where the recipient picks up the merchandise on a 'transportation charges absorbed by vendor basis'. A sales tax rebate of 5% must be made by the merchant, except in those instances where a 10% discount is granted on a regular basis or where clothing and footwear purchases will not exceed $1,200.00 per year at a given store. In the latter instance 'not applicable' must be inserted in the sales tax slot.

Only quantities, units and description of good shall be entered on the DPC 9, except where circumstances indicate the maximum amount to be paid should be specified beside each item. The portion of the form for the unit prices and amounts on the right hand side of the form shall be filled in only when the invoice is immediately available. DPC 9 (Continuation Sheet) shall be used where there is no room for the full order on the face of the DPC 9.

Though the Direct Purchase Order form provides for the vendor to submit five copies of the invoice form, only three copies are necessary. These should be mailed directly by the vendor to Central Office, unless they are available at the same time as the original DPC 9 is being forwarded by the regional office.

The form DPC 9 must be signed by the Administrator of the regional office before it is submitted to Central Office.

STATIONERY, EQUIPMENT, ETC.

L. Possession of Manuals

When a worker is supplied with a Manual, it should be explained that this is not his personal possession but belongs to the position. Should the worker be moved, the Manual will be retained in the regional office. As many manuals as are required can be supplied the regional office up to the total number of social worker and supervisory positions, by ordering them with reference to the position rather than in the name of the person concerned. It is the responsibility of the Supervisor or Unit Supervisor to see the manuals are kept up to date. Where there is a change in Supervisors, manuals should be checked by the incoming Supervisor to determine their condition at the time of transfer. If they are not in satisfactory condition, new pages should be ordered, if the condition is of minor concern. If the manual is badly out of date, a complete new set of pages may be ordered. In either case, a full explanation should be provided giving the name of the person who was previously responsible for the particular manual.

M. Brief Cases

New workers will obtain brief cases from Central Office and sign for same. When a worker moves from one position to another or from one area to another within the Department, he or she will retain his or her brief case. However, should a worker leave the Service for any reason, it will be the supervisor's responsibility to make sure the brief case is returned to Central Office. Should this be impossible to arrange, the supervisor shall immediately notify Central Office in order that appropriate action may be taken to deduct the cost of the brief case from the worker's last salary cheque.

N. Authorization form, DPW 27

D.P.W. 27, Authorization Form, is a four-part form which is addressed to a vendor. The original and two copies are given to the recipient or forwarded to the vendor, and the third copy retained in regional office.

In completing the Authorization form, the name of the vendor must be typed or printed clearly and be the full name under which he conducts business. The address must be complete and accurate. This is most important for the issuing and mailing of the cheque; e.g. if a doctor does his business as a partnership or a clinic, the authorization must be issued in this name.

With the exception of accounts from cafes and rooming houses, which handle a number of Single Men cases, and Taxi Companies, this form is to be used wherever authorization is required. The authorization should quote particulars of unit price and quantity for such items as wood, housekeeping services, coal, etc. The amounts for Medical, Dental, Optical and funeral services are not to be specified. Services covered by a medical card must not be authorized, even if the card has been lost or misplaced. In authorizing drugs, one authorization form may be issued for an individual or a family for a specified period. Care should be taken to exclude any drugs for a

STATIONERY, EQUIPMENT, ETC.

N. Authorization form, DPW 27

Social Allowance case where a cash drug allowance is in effect. Where drugs over and above this cash allowance are being authorized, a notation shall be made on the invoice portion to the left of the space for 'Date Invoice Rendered' that 'Drugs authorized over and above cash allowance'. This will avoid the necessity of a separate memorandum of explanation in these cases.

When invoices are received in respect to legitimate expenditures (such as water and light), it is not necessary to issue DPW 27 in confirmation. Accounts need only be approved on the face and forwarded to the office. Where utility bills are issued in one copy only Central Office will make the necessary extra copies.

O. Statutory Declaration, D.P.W. 551

Statutory Declaration, DPW 551, is to be used in any instance where a recipient of a pension, social allowance or social assistance loses or does not receive his cheque. This Declaration must be completed as soon as the loss or non-receipt of the cheque has been reported to a regional office. The form is to be completed as follows:

1. Date payment stopped - inserted in Central Office.
2. Cheque No.- to be inserted when known, otherwise will be completed in Central Office.
3. In favor of - the client's name should be given exactly as would be shown on the cheque.
4. Amount of Cheque - to be inserted in regional office.
5. Transator or Payroll No. - this is the file number for pension and allowance cheques. If the cheque has been requisitioned by DPW 17A, the transator number will be inserted in Central Office, except in the case of Edmonton and Calgary where this information may be easily obtained by teletype.
6. Body of Declaration - in the case of pension and allowance cheques, the worker should specify the type of pension and allowance and the month which the cheque covers. The date is the date of the cheque. If it is not feasible to obtain particulars of the cheque requisitioned by DPW 17A from Central Office, "General Revenue covering personal and household incidentals for the period ... to..." should be typed in the space for "Type of Pension or Allowance". The space "dated .... 19.. should then be left blank. The wording which is not applicable "has since been lost or mislaid" or "has never been received" (2 places on Declaration) should be struck out.

On completion, the Declaration should be taken from the client and commissioned. The portion at the bottom of the page must be completed. If a partial replacement of the cheque has been made, a memo of explanation should be attached to the Declaration, giving details of the assistance given and the disposition of the duplicate cheque.

STATIONERY, EQUIPMENT, ETC.

Staff Training Manuals are the property of the employee and will remain with him in the event of a transfer. On termination of employment, however, it will be the responsibility of the regional administrator or unit supervisor to return the binder to Central Office, or to the Staff Training Officer in Edmonton and Calgary.

ADMINISTRATION 4

OFFICE LOCATIONS, ETC.

Regional Office	Administrator	Telephone	Administrator's Home Address and Telephone
Edmonton North 10158 - 103 Street	O. M. Melsness	429-3311 After Hours 429-6227	11728 - 37 B. Avenue Edmonton 434-9061
Edmonton South 10455 - 80 Avenue	R. G. Maxwell	433-4411 After Hours 429-6227	6611 - 97 Avenue Edmonton 469-0679
Calgary North 406 - 16 Avenue N. W.	D. M. Stolee	276-3301 After Hours 265-3411	306-1340 University Drive N. W., Calgary 42 289-8965
Calgary South 6th Floor I.A.C. Bldg. 1300 - 8th Street S. W.	F. K. Wood	265-7190 After Hours 265-3411	18 Butler Crescent Calgary 282-7207
Lethbridge 314 Houghton Block 515 - 7th Street S.	C. E. Bracken	327-4501	1055 Henderson Lake Blvd. Lethbridge 328-5759
Medicine Hat #8, Provincial Bldg. 770 - 6 Street S. W.	D. W. Merchant	526-2718 527-3939	29 Morrow Cresc. N. W. Medicine Hat 527-5846
Red Deer 4740 Ross Street	D. W. Menzies	346-5394 347-3466	3709 - 44A Avenue Red Deer 347-6730
Athabasca Civic Building Box 179	A. P. Pearce	675-2555 675-2096	Box 179 Athabasca 675-2675
Barrhead Barrhead Clinic Bldg. Box 700	R. N. Meyer	674-2251 674-2252	Box 671 Barrhead 674-2462
Blairmore Old Forestry Bldg. Box 474	J.W.S. Smythe	562-2293	119 South River Road Blairmore 562-2937
Bonnyville Provincial Bldg. Box 990	J. Lafrance	826-3324 826-3325	4707 - 45 Avenue Bonnyville 826-3827
Brooks Eastern Irrigation Bldg. Box 1029	A. B. Cooper	362-4323	821 Fairview Road Brooks 362-4380

ADMINISTRATION 4

OFFICE LOCATIONS, ETC.

Regional Office	Administrator	Telephone	Administrator's Home Address and Telephone
Camrose 4705 - 53 Street	E. C. Ferguson	672-4413 672-4414	4717 - 55 Street Camrose 672-5206
Drumheller Provincial Bldg. Box 2079	B. B. Simmonds	823-3356 823-3357 823-3358	260 - 5 Street W Drumheller 823-3409
Edson Provincial Bldg. Box 98	G. M. Henderson	723-3358 723-3359	4720 - 10 Avenue Edson 723-3029
Fort McMurray Provincial Bldg. Box 236	D. L. Sonmor	743-2977	Fort McMurray 743-3532
Grande Prairie Provincial Bldg.	H. Vander Pol	532-3947 532-3484	9102 - 100 Street Grande Prairie 532-8203
Hanna Provincial Bldg. Box 998	W. J. McFalls	854-3891	208 - 6 Avenue E Hanna 854-3918
High Prairie Provincial Bldg. Box 849	P. Morris	523-3351 523-3352	Box 805 High Prairie 523-3896
Lac La Biche Maple Grove Bldg. Box 420	F. E. Lockwood	623-4435 623-4436	Lac La Biche
Olds Provincial Bldg. Box 520	R. Ruttle	226-3958	5502 - 52 Street Box 1419, Olds 226-6586
Peace River Shopping Centre, Box 1017	I. Lazarowich	624-3394 624-3586	Apt. B23, Jasper Apartments Box 1017, Peace River
Rocky Mountain House Provincial Bldg. Box 909	I. L. Kerchinsky	845-3886	Box 909 Rocky Mountain House 845-3270
Smoky Lake Medical Centre Bldg. Box 518	C. G. Baergen	656-3662 656-3975	Box 518 Smoky Lake

OFFICE LOCATIONS, ETC.

Regional Offices	Administrator	Telephone	Administrator's Home Address and Telephone
Stettler Courthouse Bldg. Box 1060	J. A. Irving	742-3180	5713 - 50 Avenue Stettler 742-3716
St. Paul The Mall Box 1452	D. A. Higgs	645-3634 645-3835	5230 - 48 Avenue St. Paul, Box 587 645-4086
Vegreville Professional Bldg. Box 840	J. R. Drew	632-2460 632-3125	4718 - 106 Street Vegreville 632-3252
Vermilion Boulton Office Bldg. Box 1228	C. Evans	853-3618	5209 - 46 Avenue Vermilion 853-3502
Wainwright H. S. King Bldg. Box 699	L. Anderson	842-4345	Wainwright 842-4783
Wetaskiwin 5012 - 48 Street Box 1480	G. Grintals	352-3368 352-3369	5508 - 50 Avenue Wetaskiwin 352-2106
Whitecourt Government Office Bldg. Box 749	T. A. Gaudet	778-2040	#14 McLeod Drive Box 781 778-3029

ADMINISTRATION 4

HOSTEL LOCATIONS, ETC.

Hostel:	Manager	Telephone	Service
Provincial Hostel 10014 - 105A Avenue Edmonton, Alberta	B. Pound	424-2569	24 hrs.
Calgary Single Men's Hostel 6808 - 24 St. S. E. Calgary, Alberta	L. G. Dagg	279-3157	24 hrs.
Gunn Welfare Centre Gunn, Alberta	E. McCullough	932-5787 Onoway	24 hrs.

ADMINISTRATION 5

STAFF

A. Applications

The Government does not accept applications for positions which are not vacant. The only exceptions to this ruling are competitions held on a year-round basis, such as those for social workers. Application forms,PAO 1, are available at each regional office.

B. Appointments

Generally staff members are appointed temporarily for twelve months following which a permanent appointment may be made. During the temporary period, an employee may be released without notice and may leave without notice. Following permanent appointment, two weeks notice is required.

Married women (excluding those who are widows, divorced or legally separated) cannot be appointed to permanent staff but are considered temporary employees.

All employees shall submit a birth certificate as proof of age as soon after commencement of employment as possible.

No undertaking regarding appointment or salary shall be made by any regional office.

C. Attendance

Hours of work are 8:30 a.m. to 11:45 a.m. and 1:00 p.m. to 5:00 p.m., Monday through Friday (summer hours are 8:00 a.m. to 11:45 a.m. and 1:00 p.m. to 4:30 p.m.). Attendance shall be recorded daily on forms PAO 8 by all staff whose attendance is not recorded by use of a time clock. These forms shall be submitted to Central Office each Friday after work.

Each employee shall record the times of his arrival at and departure from his place of work in both the forenoon and the afternoon of each work day and also on any other occasion when he is on duty. Salary deductions may be made for any period that is incompletely recorded. Any employee who is any manner falsifies his attendance record is liable to discharge.

Any omissions to punch the time clock by appropriate personnel, whether from absence or oversight, must be accounted for in writing on the back of the card and the card signed by both employee and supervisor. Any employee who tampers with the automatic time register, records time on the clock for another employee or who asks another employee to record attendance for him, whether falsely or not, is liable to dismissal from the public service.

All attendance, absences, sick leave and holidays are recorded on the employee's weekly attendance report or time card. These must be signed by the supervisor prior to forwarding each week to Central Office. Should an employee be absent for any reason, it will be the responsibiblility of his immediate supervisor to have the report or time card completed, certified as correct and returned to Central Office.

If leave of absence of more than three days is desired, a written request showing the reason must be forwarded to Central Office at least two weeks in advance. Written approval must be received before such leave is started. Leave of absence up to three days may be approved by the supervisor.

C. Attendance (continued)

Any employee who is absent from work for any reason other than one previously authorized shall get in touch with his immediate supervisor as soon as possible and in any case within the first two hours of such absence. The supervisor should be aware of any absences within his unit and arrange for a check to be made with the employee if he is not heard from within this period.

Any employee who is late in arriving at work shall report the reason to his supervisor. Deductions for lates and/or omissions to punch will be made in all cases in excess of three times per month and where the employee is 15 minutes late in any one instance. In the latter case, where there are extenuating circumstances, lateness in excess of 15 minutes may be allowed providing the reason is acceptable to the Department. Where an employee has been late in excess of three times per month, all lates in the month will be deducted.

Absences for personal reasons will normally be considered an automatic deduction. Any absence for medical or dental appointments must be supported by a medical certificate. During working hours no employee shall leave the building or premises at which he is employed without the permission of a senior officer.

In certain positions an employee may be on call for duty other than during the normal hours of work. In such circumstances, this will be prescribed as a condition of employment with respect to the position.

Generally, a lunch period of 75 minutes, from 11:45 a.m. to 1:00 p.m. is allowed. A coffee break is allowed once a day, in the afternoon, for a fifteen minute period.

Within reason, it is expected that each employee shall complete the work he is required to do each day, whether or not his work hours extend beyond the regular leaving time. Where overtime is a necessity, this may only be authorized by Central Office.

Provincial employees are exempt from common jury duty. An employee summonsed to attend court as a witness in a case in which any department of the government is concerned loses no pay, but any witness fee payable to him must be paid over to the department. If he is summonsed to attend as a witness in a case in which the government is not concerned, pay is deducted but he may retain any witness fee. In any case in which there is a likelihood that an employee may be called upon to attend court as a witness, he must report the matter in writing to Central Office. For the information of those who may be summonsed as a witness in court cases and giving evidence in regard to information from files, the following is quoted from The Alberta Evidence Act and the 1960 Amendment:

"35. (1) Where a document is in the official possession, custody or power of a member of the Executive Council, or of the head of a department of the Public Service of the Province, but a deputy head or other officer has the document in his personal possession and is called as a witness, the deputy head or other officer, acting by the direction and on behalf of the member of the Executive Council or head of a department is entitled to object to produce the document on the ground that it is privileged.

(2) The objection may be taken by such deputy head or other officer in the same manner and has the same effect as if the member of the Executive Council or head of a department were personally present and made the objection.

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"35a. (1) A subpoena shall not issue out of a court requiring
  (a) the attendance of an employee, or
  (b) the production of a document of a Department in the official custody or possession of an employee, without an order of the court or a judge thereof.

(2) An employee shall not disclose or be compelled to disclose information obtained by him in his official capacity if a member of the Executive Council certifies that in his opinion:

  (a) it is not in the public interest to disclose such information, or
  (b) the information cannot be disclosed without prejudice to the interests of persons not concerned in the litigation.

(3) The information certified under subsection (2) is privileged.

(4) In this section 'employee' means a person employed by the Government or by the Legislative Assembly of the Province, whether his employment is permanent or temporary."

In view of the foregoing, no employee shall appear as a witness without the consent of Central Office.

D. Statutory Holidays, Occasional Leave, Sick Leave and Annual Leave

(a) Statutory holidays include: New Year's Day or the following Monday, if January 1st is a Sunday; Good Friday; Easter Monday; the day celebrating Her Majesty's birthday; Dominion Day or the Monday following, if July 1st is a Sunday; Christmas Day (when Christmas Day is a Monday, 25th and 26th days of December; when Christmas Day is a Tuesday, Wednesday or a Thursday, the afternoon of the 24th and the 25th and 26th days of December; when Christmas Day is a Friday, Saturday or a Sunday, the 24th to 27th days of December inclusive); any other day proclaimed as a provincial or national holiday.

A wage employee is granted leave at his usual rate of pay for the following general holidays: New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Remembrance Day, Christmas Day, Boxing Day or such other day in lieu thereof where a general holiday falls on a Saturday or a Sunday. If such an employee is required to work on any of the above days, he will receive in addition to his regular pay, equivalent time off with pay at some time other than his annual vacation or on termination of employment. To qualify for general holiday pay, the employee must have worked up to and including the last working day preceding the holiday and returned to work on the first working day following the holiday and must have commenced work at least thirty days prior to the general holiday.

(b) Local holidays include: (a) any day proclaimed as a civic holiday within the municipality, or in a location having the same post office address, under the provisions of The City Act or The Town and Village Act . (2) In Edmonton and Calgary the afternoon of the Wednesday in the week of the Calgary Stampede and the Edmonton Exhibition.

ADMINISTRATION 5

STAFF

D. Statutory Holidays, Occasional Leave, Sick Leave and Annual Leave

(c) Leave on Election Days includes three hours in advance of the hour fixed for the closing of the polls on any day on which a national election, a provincial plebiscite or referendum or a municipal election is held.

(d) Bereavement Leave with pay may be allowed by Central Office for death in the immediate family or other relatives. Generally, the request for leave will be considered on the following basis:

(1) In the case of a husband, wife, parent, son, daughter, or the wife or husband or any of them - up to four days. (son and daughter include step-sons and step-daughters).

(2) In the case of a parent-in-law, brother, sister or the husband or wife of any of them - up to two days.

(3) In the case of grandparents - one day. Generally, there is a requirement for only attendance at the funeral.

(4) In the case of foster parents, relatives, or close friend with whom the employee has lived for some time - one day. If the foster parents are considered as true parents, then (a) above could be considered.

(5) In the case of other relatives (aunt, uncle, niece or nephew), friends or fellow employees - part of one half day. No pay deductions will be made if the employee works at least one hour during the half day.

(6) In cases where a husband and wife are employed, bereavement leave would normally be more for the employee in whose family the death occurred.

(7) Bereavement leave is computed on consecutive days, including normal days off and holidays, and cannot exceed four days, together with travelling time not exceeding two days, which may be allowed as follows:

- (a) within a radius of 75 miles - none
- (b) within a radius of 76 to 149 miles - one half day
- (c) within a radius of 150 to 299 miles - one day
- (d) within a radius of 300 miles or more - appropriate time up to a maximum of two days; or
- (e) actual travel time necessary, when the above cannot be adhered to because of bus, train or plane schedules or road conditions. This cannot exceed two days.

(e) Family Illness : Leave of absence because of illness in the immediate family may be permitted if it is necessary to make arrangements for the care of a family member who is ill, or for the care of children. It is not intended that the employee remain with the sick person for the duration of the illness. 'Immediate Family' includes mother, father, wife, husband, son and daughter.

Usually this leave is granted when the parties share a common domicile.

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D. Statutory Holidays, Occasional Leave, Sick Leave and Annual Leave (continued)

Exceptions to this would include immediate family members in other locations where extenuating circumstances exist. Leave is normally granted for one day only but may be extended to two days.

(f) Change of Domicile: When a married male employee who maintains a self-contained household, or other employees under extenuating circumstances, change their place of residence, they may be allowed leave with pay for one day if moving within the same locality or three days if moving to another locality. Approval of this leave must be obtained from the regional office administrator or branch head who will verify that the leave is allowable under the general intent of this regulation and will forward his recommendations to Central Office.

(g) Sick Leave: Sick leave is divided into two classifications, casual and general illness. Any leave taken under casual illness is in addition to and not instead of leave granted for general illness.

(1) Casual Illness: After the first month of employment, leave with pay is allowed for casual illness not exceeding three days in any one period and not exceeding a total of ten days within any one anniversary year.

(2) General Illness: Leave with pay may be allowed for major illness as follows:

In the first year of employment (after three months): one day for each full month worked up to a total of six work days. This includes salaried employment and any prior employment on wages.

In the second year of employment: Not more than two weeks with full pay.

In the third, fourth and fifth years of employment: not more than four weeks with full pay and not more than nine weeks with half pay.

In the sixth to tenth years of employment: not more than thirteen weeks with full pay and not more than thirteen weeks with half pay.

In the eleventh to fifteenth years of employment: not more than thirteen weeks with full pay and not more than thirty-nine weeks with half pay.

In the sixteenth to twentieth years of employment: not more than twenty-six weeks with full pay and not more than twenty-six weeks with half pay.

In the twenty-first and subsequent years of employment: ordinarily, leave will be granted as shown above in the sixteenth to twentieth years of employment. However, in exceptional circumstances and by means of an Order in Council, fifty-two weeks with full pay may be allowed.

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D. Statutory Holidays, Occasional Leave, Sick Leave, Annual Leave (continued)

An absence caused by any kind of general illness is charged to the year in which the absence commences. If the period of illness exceeds two weeks, a medical certificate must be forwarded to Central Office within the first fourteen days. Before returning to work, a doctor's certificate must be obtained to cover the time lost and also to clear the employee to resume work on a certain day. Specific cases may be referred to Central Office for further information. If an employee sustains an injury in the course of his duties, he must immediately fill in a Workmen's Compensation Claim form, which must be forwarded by the Supervisor to Central Office within twenty-four hours. The employee will not be allowed leave with pay while such compensation is available to him. If compensation payments cease before he is able to return to duty, he will then be allowed sick leave as shown above.

If an employee who has resigned, retired or been discharged is later re-employed, he is deemed to be a new employee for the purpose of sick leave benefits. A female employee, who has been employed for at least one year and who has been granted leave without pay for maternity reasons, is eligible for sick leave benefits in the same manner as if she had been continuously employed, if she returns to work within six months.

(h) Annual Leave:
An employee, upon request made to Central Office not less then two weeks prior to his departure on annual leave, may receive an advanced salary cheque(s), as long as the 15th and/or month end pay days fall within the holiday period. (e.g. If the holiday period were to start on the 12th of any given month and the full three weeks were taken at one time, the employee could receive both the 15th and the end of the month cheques in advance).

An employee is entitled to annual leave subject to the following regulations: "After the end of the year in which his employment commenced or after having been continuously employed for six months, whichever is the later, each employee, in consideration of his service during the year, is entitled to a period of vacation leave in which the number of week days shall be one and one-half times the number of full calendar months of his employment during that year, provided that when employment has commenced on the first work day but not the first day of a month, that month shall be reckoned as a full calendar month.

In consideration of each full year of subsequent service rendered by an employee, he shall be entitled to annual leave comprising:

(a) eighteen week days of which three days shall be Saturday in the case of an employee who has been employed for a period or periods comprising less than twenty years, or

(b) if the employee has completed twenty years of service by December 31, 1966, he will be entitled to four weeks vacation in 1967 and every year thereafter as long as he remains in the employ of the Government. It should be noted, however, in the event that a holiday entitlement was earned in the year 1965 and not taken prior to December 31, 1966, it will remain as three weeks.

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D. Statutory Holidays, Occasional Leave, Sick Leave, Annual Leave (continued)

Annual leave may be taken in one continuous period or in separate periods of not less than seven days each. In exceptional circumstances an employee may take in lieu of one seven day period five work days off duty either as single or separate days or in any combination of days as may be authorized in advance.

Usually, annual leave shall be taken within fifteen months of the end of each year of service. If, by reason of work or valid personal reasons, the employee does not take his annual leave within the specified period, he may be allowed to take this leave within six months following the fifteen-month period by making a written request to Central Office. If leave is taken within the last four months of the fifteen-month period or is postponed, as shown above, it may be taken immediately before the next period of vacation leave to which the employee is entitled, if a written request to do so is approved by Central Office. Except when two periods of leave are merged, at least one month must elapse between the ending of one vacation leave taken in respect of one year's service and the commencement of vacation leave taken in respect of the succeeding year's service.

If an employee is granted leave of absence, with or without pay, or is absent on authorized sick leave, the next period of vacation leave to which he is entitled shall be reduced by one and one-half week days, or, if his service exceeds twenty-four years, by two week days for every thirty day period or fraction thereof of continued absence after either the first thirty days of leave of absence or the first sixty consecutive days of sick leave. If there should be some personal exigency, such as bereavement, an employee may on request to Central Office be authorized to take vacation leave which has been earned at a specified time within the year in which it was earned, with the vacation leave correspondingly reduced in the following year.

E. Pensions

Effective April 1, 1966, an eligible employee is required to contribute a total of 5.3% of his salary to the Public Service and Canada Pension Plans. The 3.5% which is paid to the Public Service Plan is returned to him in the event he leaves the service, or, in the event of his death while in the service, it is returned to his beneficiary. The contribution to the Canada Pension Plan is 1.8% of his salary to a maximum of $81.00 per year. This is not returnable on leaving the service but may be paid out in the event of his death to his survivor under the Canada Pension Plan regulations.

All employees, eighteen to the eligible date of retirement under the Canada Pension Plan (65 years in 1970), must contribute to the Federal Plan. Employees who wish may postpone applying for this Pension but must continue contributions to age 70 or date of application for benefits. There is an age limit of fifty-five years for starting contributions to the Public Service Plan. Widows, divorcees and women who are legally separated from their husbands must participate in the Plan. Married women living with their husbands may participate on a voluntary basis, with the monies refundable on request or termination of employment. Should their contributions be withdrawn while they continue to be employed, they will not have the privilege, except under exceptional circumstances, of contributing and readmission to the Plan at a later date. Prior to the marriage of a female employee, Central Office should receive her Social Insurance cards (2), a completed application for a new card signed in her new name, the employee's new name and address, date of marriage and information as to whether she wishes to continue contributions to the Provincial Pension Plan.

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E. Pensions (continued)

Retirement normally occurs at the age 65 and the pension received is dependent on the average salary for the highest consecutive five years of earning and the number of pensionable years of service. Employees who commenced employment before April 1, 1966 may add to their pensionable years at any time by paying 5% of the salary made in the first year, or portion of year, of service either in a lump sum or by installments on an assignment basis of not less than $10.00 monthly. Contributions may also be made on broken service prior to April 1, 1947. After April 1, 1967, interest may be charged on all such contributions.

An employee may retire on full formula pension between age 60 and 65 provided he has 25 years of pensionable service. On the recommendation of the Pension Board he may retire by Order-in-Council on reaching the age of 55 years or at any time due to ill health if he has at least 10 years of pensionable service. Additional information may be obtained from Central Office or the Secretary of the Pension Board.

F. Salaries, Classifications, Anniversary Dates and Long Service Increases

All positions in the Department are classified with a minimum and maximum salary. Although there are exceptions, an employee generally commences on the minimum salary and is given an annual increase until the maximum is reached. The anniversary date of an employee who (a) commences service (b) is promoted or demoted after December 31, 1964 or (c) whose position is classified after December 31, 1964 is established as the first day of the month in which the commencement, promotion, demotion or reclassification occurs unless it occurs after the 15th of the month in which case the anniversary date is established as the first day of the succeeding month. Notwithstanding the provisions of the above, anniversary dates may be uniformly established on such date or dates as are authorized by the Public Service Commissioner for employees whose appointments may be related to a recognized operational year.

It is essential all rating forms be returned to Central Office immediately. If this is not done, an employee's salary increase may be held up beyond the anniversary date. It should be noted that when completing these rating forms an employee must indicate his or her understanding of the reasons for the rating given by checking the proper square with a pen. A typewritten indication is not acceptable.

After February 28, 1963, an employee who (a) has been paid during the immediate preceding period of three years at the maximum salary of the grade applicable to his position and (b) has been continuously employed by the Provincial Government for not less than eight years and (c) has consistently given satisfactory service may be paid at the salary within the general pay scale which is one increment higher than his maximum salary.

Each employee should know his classification. This information will be given to regional offices on request. A statement of salary and deductions is given to each employee with the month end cheque.

Upon termination of service, an employee is entitled to receive pay in lieu of vacation leave earned but not taken at the rate of seven-fourths of his gross daily salary for each month in respect of which vacation leave is outstanding. If the employee's service entitles him to 24 weeks of annual leave, the rate is seven-thirds of his gross daily salary in respect to which vacation leave is outstanding. It is

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F. Salaries, Classifications, Anniversary Dates and Long Service Increases

important to note that a performance rating form is to be completed on all employees leaving the service and that these forms are to be prepared and returned to Central Office without the signature of the employee.

Matters pertaining to salaries should not be discussed among staff members. Questions should be referred to Central Office through the regional office supervisor and will be dealt with in a discreet and confidential manner.

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G. Subsistence Allowances and Mileage

Subsistence rates and regulations are set down in detail by Order in Council. The following cover the major allowances. Specific cases should be referred to Central Office prior tc incurring expense.

A basic per diem allowance of $10.50 shall be paid to an employee while travelling on government business within the province. In addition, extra allowances may be claimed as follows:

$2.50 per day when staying at the cities of Edmonton or Calgary or, during the months of May to October inclusive, when staying at the town of Jasper and Banff and Waterton Park, and $1.00 per day when staying at any other city within the province or, during the months of November to December inclusive, and the months of January to April inclusive, when staying at the towns of Jasper, Banff and Waterton Park.

An absence of more than 18 hours and up to 24 hours shall be counted as one day.

An absence of more than 12 hours and up to 18 hours shall be counted as three-quarters of one day.

An absence of more than 8 hours and up to 12 hours shall be counted as one-half day.

An absence of more than 4 hours and up to 8 hours shall be counted as one-quarter day.

When there is an overnight absence and it is not necessary that hotel, auto court or similar accommodation be obtained, or when there is no overnight absence, the following allowances for meals may be claimed:

Breakfast	$1.25	Luncheon	$1.50	Dinner	$2.75

Meals purchased on a train: Breakfast $2.25 Luncheon $2.75 Dinner $4.50

When travelling on Government business outside the province, and employee may claim the following per diem rates:

(a) $20.00 for travel in Western Canada and the Maritimes
(b) $25.00 for travel in Quebec and Ontario
(c) $30.00 for travel in the United States

When expenses in excess of the allowances provided are necessarily incurred by an employee, he may claim accommodation and meals at actual cost upon production of receipts.

With reference to any day during part of which such absence occurs, no claim may be made for:

(a) breakfast, if the time of departure is later or the time of return is earlier than 7:30 a.m.

(b) luncheon, if the time of departure is later or the time of return is earlier than 1:00 p.m.

STAFF

G. Subsistence Allowances and Mileage

(c) dinner, if the time of departure is later or the time of return is earlier than 6:30 p.m.

If a journey is being made by railway or bus, the time of absence is calculated to and from the railway station or bus terminal, not from the time the worker leaves his/her regular domicile. If travelling by air, the time of absence is calculated from one hour prior to the time of plane departure to one hour after the time of return to the home airport.

When an employee is transferred from one district to another or is required to reside at a place other than that of his regular domicile for a period known in advance to be longer than thirty days, he shall be paid a subsistence allowance as provided by regulations for the first five days after leaving his place of former or regular domicile and thereafter at the rate of $6.00 per day. Such allowances are not to exceed thirty days without prior approval of the Deputy Minister and in no event shall exceed sixty days.

Mileage rates are divided into three classes; A, B, and C. Rates are as follows:

For automobiles used in a Class A. Position - 13¢ per mile for the first 7,000 miles in a fiscal year and 8¢ per mile for each mile in excess of 7,000 miles in the fiscal year. Class A includes all cars driven by employees whose work entails travelling on municipal or secondary roads.

For automobiles used in a Class B Position - 13¢ per mile for the first 7,000 miles in a fiscal year and 7¢ per mile in excess of 7,000 miles in the fiscal year. Class B includes all cars driven by employees on paved highways and city streets.

For automobiles used in a Class C Position - 14¢ per mile for the first 7,000 miles in a fiscal year and 9¢ per mile for additional mileage where Class A conditions apply and 8¢ per mile for additional mileage where Class B conditions apply. Class C includes all cars driven in that part of the province which lies north of a line following the Athabasca River downstream to its intersection with the north boundary of township 65, thence east along the north boundary of township 65.

Each eligible employee must carry a minimum of $100,000 Third Party Liability Insurance, together with passenger hazard coverage. If an employee is unable to obtain this coverage, he must carry a minimum of $35,000 public liability and property damage insurance. If business coverage is required, an additional 1¢ per mile will be paid for the first 7,000 miles travelled during any fiscal year on receipt of Q.P. form #906-20 from the insurance company. This form must be renewed each time the insurance policy is renewed. Form 906-20A must be completed each time an insurance policy is renewed by those who do not use their car regularly for business purposes in order that regular mileage rates may be charged.

Where air transportation is a normal method of travel, such as between Edmonton and Calgary, if an employee is requested to travel by air, he may use his own car but will be paid the actual air transportation rate in lieu of train or bus fare, Between Calgary and Edmonton the Air Canada economy rate is to be used.

Other regulations and information concerning mileage rates should be requested from Central Office as occasions arise.

STAFF

G. Subsistence Allowances and Mileage

In the event an employee is transferred from one location to another, NO arrangements shall be made with any moving company by the employee. All arrangements regarding furniture movements shall be made by Central Office with the Alberta Freight Bureau.

Expense incurred by staff on business shall be submitted weekly on form D.P.C. 20, Travel Expense Account, in duplicate.

Care shall be taken to ensure the account is accurate and in accordance with regulations, otherwise the account may be returned with resulting delay in payment.

STAFF

H. Expense Accounts

In all cases, the column headed "Charge To" shall be left blank. In the "Summary of Disbursements" section, if amounts are entered for both "Gasoline and "Fuel" and "Lube and Service Charges", the individual amounts for each of these should be entered following the item as shown and the total of the two amounts added together should be entered in the "Amount" column. This would also apply to "Vehicle Repairs" and "Postage", also "Express" and "Telegram and "Telephone".

Miscellaneous accounts should also be entered in the "Summary of Disbursements" section in the empty spaces provided for this purpose.

The employee number shown on each employee's salary cheque shall be inserted in the space headed "Employee No.".

Where an account is over one form in length, the Summary sections need only be completed on the last sheet covering items on all sheets. The back of the form, entitled "Travel Expense Account Data Block", should be left blank, as this will be completed in Central Office.

The time of departure and the time of return must be shown when making a claim for out-of-town visits and for all meals.

All employees who drive their cars on private mileage are advised to check with their insurance companies to ensure they are adequately protected.

If claims are being made for expenses incurred while using both a government and private car, these expenses shall be entered on separate forms.

According to Audit regulations, it is necessary when entering expenses incurred while using a government owned vehicle to show the Unit number at the bottom of the expense account. If a privately owned vehicle has been used, this shall be indicated on the expense account form under the heading "Mode of Travel" and "Private Car", and the mileage shown for each trip in the column headed "Miles Travelled". Mileage is also shown when a government owned vehicle is used. Claims for private mileage shall show mileage incurred from one call to another in order that the account may be checked. Any claim that exceeds a reasonable amount between two points shall have an explanation shown beside it. An employee submitting a false or fraudulent claim will be subject to dismissal.

In all cases, expense claims should show the method of travel; e.g. bus, train or plane. When a worker charges for a more economical form of travel than that actually used, the actual form of travel should be shown, but a notation should be inserted, such as "Train fare in lieu of mileage". When travelling by air, either a receipt or the passenger portion of the ticket must accompany the expense account.

In the odd instance where workers are required to use a government car on government business, they are provided with a Gasoline Requisition Book No. 906-4. When purchasing gasoline while using the car, the requisition will be completed in triplicate by the service station attendant and signed by the worker. The Unit number of the car shall be shown on the requisition. Payment must be made by the worker to the service station and reimbursement to the worker will be made on receipt of the expense account. The third copy of the requisition is retained in the book, the first and second copies are attached to the worker's expense account, the amount and date of purchase of each such requisition is noted on the expense account in the column marked "Auto Expenses".

STAFF

H. Expense Accounts

When a worker purchases a meal for a client, this should not be shown in the column marked "Meals", but should be shown in the "Summary of Disbursements" section in the empty spaces and a receipt attached to the expense claim. The "Meals" column is used only for employees' meals and only the letters B,L and D should be used to indicate breakfast, lunch and dinner. In the space head "Home Office Address", the regional office should be shown. In the space "Mail Cheque to", either the full office address or the employee's home address should be shown, whichever is preferred.

Regional office supervisors are responsible for checking expense claims of those persons under their supervision and certifying such claims in the left-hand corner. If, on the face of the expense claim, the itinerary seems to be poorly planned, some explanation should be provided by the supervisor. In rural areas, some planning of itineraries should be done by the supervisor and the worker, so that the area may be covered as economically as possible.

I. Medical Services Incorporated and Blue Cross

Applications for coverage under either of these programs, change of coverage (e.g. single person to family) or termination of coverage must be made to Central Office. Pamphlets outlining benefits may be obtained from Central Office or directly from a local Blue Cross or Medical Services Office.

BLUE CROSS CONTRACT PROVIDES:

A
(1) Unlimited days of care in a public general active treatment hospital.
(2) Payment of the admission charge levied in Alberta hospitals.
(3) Payment of the daily co-insurance charge when occupying a standard ward bed.
(4) Payment of differential charges when semi-private or private rooms are occupied.
(5) Payment of hospital out-patient charges remaining after appropriate Government hospital credits have been applied.
(6) If admitted to a Co-operating Hospital located outside the province in which the member resides Alberta Blue Cross will provide an allowance of up to $40.00 per day to apply against hospital charges remaining after the appropriate Government credit has been applied.
(7) A maximum of 60 days of care during one or more admissions to an Auxiliary Hospital during a 12 month period, July 1st to June 30th.

B "Other Services Benefits"

Members enroled under 'Other Services' coverage will be reimbursed by the Plan for the costs of the following services within the limits shown, after satisfying a $35.00 deductible under a single or family contract.

Ambulance — Transportation to or from hospital, in the event of illness or injury, in a vehicle regularly used for professional ambulance service.
Reimbursement — up to $15.00 each trip to or from hospital — maximum $30.00 for each period of disability and $100.00 during a Plan year for each person covered.

Appliances — Artificial limbs, artificial eyes and braces provided on the prescription of a physician in the course of treatment.
Reimbursement — actual charges as billed for the artificial limb, artificial eye or brace, or the costs of repair or replacement arising from accidental breakage.

Clinical Psychologist — Clinical psychological services provided by a clinical psychologist in the event of mental or emotional illness.
Reimbursement — up to $20.00 for the first hour and $5.00 for each subsequent thirty minute period or part thereof up to a maximum of $100.00 in any benefit year for each covered person.

Dental Care — Repair, or extraction, of natural teeth damaged through accidental injury.
Reimbursement — charges actually billed by a qualified dentist.

STAFF

I. Medical Services Incorporated and Blue Cross

Drugs — drugs prescribed by a physician (including insulin) and supplied by a registered pharmacist.
Reimbursement — 80% of actual charges.

Home Nursing Care — Subscribers will be reimbursed for charges made by a Practical or Registered Nurse, not related to the subscriber or patient by blood or marriage, on the order of the attending physician, for care provided in the subscriber's home immediately following discharge from hospital.
Reimbursement — up to $10.00 daily for a maximum of 10 days in any Plan year.

The premium rates are:

One person	$1.90
Two persons	$3.80
Three or more	$5.70

M. S. I.

M. S. I. covers treatment and care provided by or under the supervision and direction of a physician, as well as some oral surgery procedures, optometric services, services and appliances provided by a podiatrist and services of an osteopath(the latter two are limited to a combined total of $100.00).

The premium rates are:

One person	$5.00
Two persons	$10.00
Three or more persons	$13.32

One half of the cost of M.S.I. coverage wil be paid by the Provincial Government to eligible employees. These include all male employee, single femal employees and those women who are considered as heads of families. A female head of a family could be divorced, judicially separated, have a husband who is incapable of gainful employment or one who has not contributed towards the support of the family for twelve months. Persons in these categories must complete a Statutory Declaration setting out their status. In the event of a divorce or judicial separation, the actual documents must be submitted. In the case of a husband incapable of employment a doctor's certificate is required.

Alberta Health Plan

Employees who are entitled to receive Government assistance by way of subsidy may only receive such subsidy by applying for coverage under the Alberta Health as private persons. The Alberta Health Plan will submit their premium bills directly to such individuals on a quarterly, semi-annual or annual basis depending on individual choice. Full information on the Alberta Health Plan may be obtained by writing the Alberta Health Plan, Box 1360, Edmonton; through any Health Unit in the Province, or through Central Office.

STAFF

J. Civil Servant Association

Each employee has the right to decide on a personal basis whether he wishes to join the Civil Service Association. The fees are $1.25 per month and application forms are available from Central Office. Among the benefits available to members is a low cost group life insurance scheme.

K. Educational Leave

Social workers who have the necessary qualifications (i.e. letter of acceptance from a School of Social Work) for entrance to a School of Social Work that would give them professional recognition or a degree in social work upon completion of the course may apply to Central Office for leave of absence as set out in the following excerpts from rules authorized by Order-in-Council 241/60:

"1. (1) Leave from duty for the purpose of taking advanced or supplementary courses of professional or technical training shall be granted to employees of the provincial government in accordance with these rules.

(2) Leave from duty with pay or part pay under these rules shall not be granted to employees taking undergraduate courses or apprenticeship training courses.

2. Each application for leave shall be made in writing by the employee or by a responsible officer of the department concerned and shall state:

(a) the nature and duration of the course to be taken;

(b) whether completion of the course by the employee would be of advantage to the department from the standpoint of improved performance of his current or future duties;

(c) whether the employee is eligible for a fellowship or other financial assistance in addition to any salary and allowance that may be available to him under these regulations.

3. Each application for leave shall be subject to the approval of the Deputy Minister of the department in which the person for whom leave is requested is employed.

4. (1) Leave from duty to take post-graduate or advanced or supplementary professional training may be granted to professional employees -

(b) when an employee wishes to take a course of training in order that he may be enabled to perform his current or anticipated duties more effectively.

(2) A period of leave, when granted, shall not exceed one year.

(3) Each application for leave shall be submitted to the Public Service Commissioner and the Commissioner shall make a report to the Minister of the Department in which the person for whom leave is requested is employed, recommending whether and on what terms the leave applied for should be granted.

STAFF

K. Educational Leave (con't)

(4) The final decision with respect to the granting of leave shall rest with the Executive Council. In each case, leave from duty, when granted, shall be authorized by order of the Lieutenant Governor in Council upon recommendation of the Minister of the Department.

(5) (b) When leave is granted in the circumstances specified in clause (b) of paragraph (1), the employee shall be paid such portion of his salary not exceeding fifteen (15) per cent thereof for each full year of his service, nor exceeding seventy-five (75) per cent of the annual rate thereof, as may be authorized by the order granting him leave, and he shall receive no other financial aid from his department in meeting the expenses incurred in taking the course.

(d) When a scholarship is granted to an employee in recognition of his professional merit, the total salary payment made to him under clause (B) during his period of leave together with the amount of his scholarship shall not exceed his full salary for that period.

(e) When a fellowship is granted to an employee the total salary payment which he would otherwise receive under clause (b) may be reduced by such amount, not exceeding the value of the followship, as the Public Service Commissioner may specify, having regard to the nature of the fellowship and the extent to which it will enable the employee to obtain specialized or supplementary training.

(f) When separate financial aid from any other source organized for the benefit of students is received by an employee, the total salary payment which he would otherwise receive under clause (b) shall be reduced by the amount of such aid.

(g) Employee contributions under The Public Service Pension Act shall be deducted from any salary payments made to an employee during his leave at the rate of five (5) per cent of his full salary.

(6) When leave is applied for in the circumstances specified in clause (b) of paragraph (1), the employee shall sign a written undertaking to the effect that upon completion of his course of training he intends to remain in the public service during such minimum period, not exceeding four times the duration of his leave, as the Public Service Commissioner may specify and that should he resign before expiry of that period, he will refund to the Provincial Treasurer such part of the salary and other financial aid paid to him during his course of training as the Public Service Commissioner, having regard to the circumstances of his resignation,may require."

Applications for educational leave under the terms outlined above will be considered at Central Office on the basis of the number of applications received and the possible advantages of the course to the applicant and to the department.

STAFF

L. Confidential Information

From time to time the Regional Office Supervisors should remind all staff members of the Oath of Secrecy they have taken and of the extreme importance of treating clients' affairs in the strictest confidence. If it is found that a members of the staff has given confidential information without proper authority, he will be recommended for dismissal.

M. Public Relations

All staff members must obtain the permission of Central Office before releasing any matter to radio or press, etc. All workers must obtain the permission of the Regional Office Supervisor before any undertaking is given to any outside organization for participation in panel discussions, luncheon addresses or other speaking engagements.

Members who are approached for a service of this nature should obtain particulars of the discussion in which they will be participating and submit it by memo together with the Regional Office supervisor's comments to the Director of Social Planning and Development for recording purposes and any assistance the Director might be able to give. It should be remembered by supervisors and workers on speaking engagements that while their remarks might be prefaced with the fact they are stating personal opinions, in almost all instances whatever is said will be considered as departmental philosophy and policy. For this reason, notes or texts should be carefully prepared. Workers may make full use of material in the manual or departmental memos.

N. Professional Relationships with Clients

Male workers should be very careful of becoming involved in a situation with female clients which might be interpreted in a way which would be detrimental to the employee. Where there is any isolation with female clients, e.g. in car, home or interviewing situation other than in regional offices, some discretion should be used as to whether or not a third person should be present. All clients, other than children, should be addressed by the proper title or Mr., Mrs. or Miss, whichever applies, and the worker should create a situation where he/she will be addressed in the same manner. It should always be kept in mind that it is less difficult to handle unpleasant situations that may arise if the proper professional relationship is maintained.

O. Sponsored Attendance at Conferences, Seminars, etc.

All personnel who have occasion to attend any conference or seminars on behalf of the Department must prepare a report on their return in order that the information obtained may be shared with interested staff members. These reports should be submitted in writing to the Director of Welfare.

STAFF

P. Canadian Citizenship

Government regulations stipulate that any government employee who does not possess Canadian Citizenship or is not a British subject must obtain Canadian Citizenship within six months of becoming eligible. If, after becoming eligible, the employee fails to make application for citizenship, as required, or fails to obtain Canadian citizenship after application for it, he shall be discharged from the Public Service.

Q. Policy on Pregnancy

Effective April 1, 1965, a pregnant employee shall resign prior to the seventh month of pregnancy. If she is re-employed within one year in her former position, the lapse of time in her employment shall be deemed leave of absence without pay for the purpose of determining her vacation and sick leave entitlement.

R. Accountable Advances

Effective April 1, 1965, accountable advances will be made available to eligible employees at a rate not exceeding $75.00 for employees working out of Calgary and Edmonton and $100.00 for all others.

Accountable advances are made available only to employees who are required to travel on Government business for the purpose of meeting expenditures thus incurred without having to do so out of their own pocket. These accountable advances should in no way be considered as a loan to be used towards such things are payment of room and board until an employee receives his first paycheque or towards the purchase of an automobile or other personal requirements. They are to be repaid and received in Central Office by the last working day of March of each year.

When an employee requires additional funds to complete a trip or attend a seminar at the Department's request, a supplementary accountable advance may be requested for this purpose. This must be refunded from the subsequent expense account.

S. Religion

The religion of an employee is a personal matter and must not enter into his professional relationships with a client or his relationships with fellow staff members.

T. Incidental Costs of Transferring from one Regional Office Area to Another

When an employee who maintains a self-contained domicile is transferred from one regional office to another, he may be paid an allowance, not exceeding $100 to assist in defraying the incidental costs (e.g. legal fees or commissions incurred in the sale or purchase of a residence, expenses of re-connecting utilities, altering or replacing household fittings, etc.) of the transfer. Claim for such an allowance may be made on an expense sheet without receipts, and is subject to the Minister's approval. A separate memo shall be attached to the account itemizing the out-of-pocket expenses so incurred.

STAFF

T. Incidental Costs of Transferring from One Regional Office to Another (continued)

Should it be necessary for such an employee to obtain temporary accommodation for his immediate family as it is impossible for him to move his household effects into his new residence, he may, upon production of receipts, recover the costs of this accommodation for a period of not more than five days, as well as an allowance for meals not exceeding $2.00 per day per child up to and including nine years of age and $3.50 per day for all other family members. No per diem subsistence rate will be paid when the family is travelling as a unit.

U. Personal Telephone Calls

Personal telephone calls during business hours in every Departmental office must be kept to an absolute minimum. No personal long distance calls shall be made from any office, unless there is extreme urgency. In these instances, the employee shall have the long distance call charged to his home telephone number.

V. Purchase of Homes by Regional Office Personnel

As one of the conditions of employment as a social worker is availability for transfer from one regional area to another, each social worker should carefully consider the advisability of buying his own home. If one is bought and a transfer is arranged, it will be the worker's responsibility to make the necessary arrangements for the sale or rental of the home.

W. Pay cheques and Overpayments

Branch Heads and Administrators may be held personally responsible for any salary overpayments which result from the release of cheques to employees who are absent from work. If there is any possibility of an overpayment, the pay cheque must be held until instructions have been received from Central Office. In order to prevent such an overpayment where General Sick Leave is concerned, Central Office should be advised by memorandum as soon as an employee is absent and again on his return. Should an overpayment occur, the Administrator's own cheque may be held until a refund of the overpayment has been received. The final pay cheque is to be made available to the employee on the afternoon of his last day of work and must not be released prior to then. Under no circumstances should this cheque be released if the date of leaving has been changed.

X. Points which should be carefully noted by Regional Office Administrators

1. Prompt attention in submitting commencement forms and time reports to Central Office will avoid delay in employees being put on the payroll.

2. CentralOffice shall be notified in advance if an employee wishes leave of absence of more than three days in order that approval may be obtained.

3. Central Office shall be notified at least ten days in advance, if possible, of the dates chosen for annual vacations by employees in the regional offices for the following reasons:
   - (a) to verify eligiblity for holidays
   - (b) in order to prepare voucher for advance of salary if required.

STAFF

X. Points which shall be carefully noted by Regional Office Supervisors (continued)

5. It is the Regional Office Supervisor's responsibility to maintain work loads during the holiday season as during the remainder of the year. This point is to be carefully considered when allowing staff to take annual leave.

6. No changes in staff duties shall be made without the consent of Central Office.

Y. Employees Serving on Agency Boards

Experience has indicated that whenever an employee becomes a member of a board, he is looked upon by other board members primarily in relation to his position with the Department and almost invariably finds himself representing the Department in spite of all efforts to function as a private citizen. When this happens, most employees have found themselves with a conflict of interest.

Though this has been the general experience within the Department, it should be clearly understood that the Department has no desire to restrict the activities of employees in their function as private citizens. However, it is hoped this possible conflict of interests will be taken into account when and if an employee is faced with the decision as to whether or not he should act as a member of an agency board.

Z. Social Worker 1 Rating Form

A written evaluation on each social worker, following the outline in Appendix "A", shall be completed by this immediate supervisor at the time of the annual completion of the PAO 5 form or at the termination of a social worker's employment with the Department. This rating form shall be completed in duplicate on 8½" x 11" bond, and will be a summary of the continuous evaluation that has taken place since the previous rating. It is expected this material will be discussed with the social worker concerned.

A.A. Providing of References

Under no circumstances may an employee in a regional office provide a reference to any prospective employer regarding a former employee of this Department. Any such reference request must be forwarded to Central Office.

A.B. Travel Outside the Province

Before travelling outside the Province, the Minister's approval must be obtained in the form of a signed "Request for Authorization to Travel Outside the Province". This form may be obtained from the Staff Training Division or the Personnel Officer and must be attached to the expense account on the completion of the journey.

A.C. Annual Reports

An annual report following the outline shown in the "Point System of Caseload Management" shall be completed by the supervisor and forwarded to Central Office by the end of September each year.

STAFF

A.D. Course Attendance and Subsidization

The extent to which an employee will be sponsored to day seminars or evening courses is determined as follows:

1. If the course is of primary interest to the employee only and the benefit to the Department is incidental, the employee will be responsible for paying tuition and registration fees and any other costs, but may be granted leave from work with pay.

2. If the course is of mutual benefit to the Department and the employee, the employee may be reimbursed 50% of the tuition and/or registration fees upon successful completion of the course and submission of receipts showing the amount of fees paid.

3. If the course is one that the Department requests an employee to take, the Department will pay 100% of the tuition and/or registration fees. Travel and subsistence will normally be provided at existing rates.

4. Employees who complete courses are expected to share their value with their immediate supervisor and colleagues. A brief report outlining the usefulness of the course should be submitted to Central Office.

Employees who wish to attend or be sponsored to a course should submit their request in writing to the Director of Staff Training, outling the content, cost, duration and location of the course.

A.E. Personnel Records

The regional office Administrator will maintain two personnel records; DPC 102, Notice of Position Establishment and E-4, Employee Record Card.

DPC 102 is a permanent record, which gives information on the grade, pay period, salary range, position and class number and classification of each position in the regional office. Form E-4 is an employee record card, which is inserted into DPC 102 at the time the employee commences work in a certain position and is removed when he leaves the position. All transactions regarding the employee, salary changes through annual increments, promotions, transfers, etc., are to be recorded on E-4, with changes in salary and position taken from employee's notification prior to the notification being given to him.

These Kardex records are to be kept in the Administrator's office on a confidential basis. The only information that may be shared with any person other than the employee concerned is position classifications and general pay levels.

STAFF

A.F. Appointment as Commissioner for Oaths

When an employee, who has been appointed a Commissioner for Oaths, changes his or her name by legal change of name or by marriage, this person must complete a new Application for appointment as a Commissioner, stating all particulars and signing in his or her new name. The Letter of Authority under the previous name and the Application must then be forwarded to Central Office, along with a memorandum giving the reason for the changes.

Social Worker 1 Rating Form

Social Worker:

Regional Office:

Caseload: The area covered and the types of cases carried by the worker shall be briefly described, indicating whether this is a specialized or diversified caseload and the number of cases carried under each program.

Knowledge: The worker's knowledge of the policies and procedures of the Department shall be assessed and an indication given as to whether this knowledge is used effectively. In other words, it should be shown whether the worker has the ability to interpret and implement policies on the client's behalf, and whether he has sufficient knowledge of the policy manual and can make use of it.

Personal Capacity for Welfare Work: The welfare worker's strengths and/or limitations in carrying out his work shall be described. For example, is he dependent upon the supervisor and lacking in confidence, or is he self-reliant and strongly motivated to help people through the use of his abilities?

The worker's capacity for understanding, working with, and helping different types of people shall be described and an assessment made of his ability to form relationships with clients, co-workers, supervisor and other agencies and groups.

The worker's capacity to assimilate new ideas, sense of humor, apparent prejudices and understanding of these, tendency to discriminate due to prejudice, ability to express himself clearly, sensitivity to feelings of others, flexibility and adaptability in thinking and in action and ability to cope with stress and pressure shall be assessed.

Practice: Any special talent and/or limitations of the worker shall be assessed. His ability to work within departmenal regulations shall be noted, and whether or not he agrees with the philosophy and objectives of the Department.

His work habits shall be reviewed. Is his work planned or done haphazardly? Is he able to keep up to date with his work? If not, is this because of poor organization or some other reason?

The worker's running records and correspondence shall be evaluated as to whether they are of good or mediocre quality and whether or not they are up to date.

The worker's awareness of community problems shall be indicated and his involvement, if any, in changing these conditions. Particularly in the rural offices, it should be indicated to what extent the worker has become a part of the community, through participation in clubs, church, recreation, etc.

A comment should be made on the worker's use of supervision. Does he seek help when it is needed? Does he use supervision realistically? Is he increasingly able to make sound decisions and operate on his own?

Social Worker 1 Rating Form

Practice (continued)

What areas of this employee's work performance does the supervisor feel should be concentrated on to help him become a more effective welfare worker?

Concluding Comments: The supervisor should add here any additional comments he may have to make with regard to this worker's progress in the field.

The worker's capacity for advancement and interest in self-improvement through education or other training shall be evaluated.

Date: Signature of Welfare Worker Signature of Supervisor

CHILD WELFARE

December 4, 1967

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PROTECTION

A. Purpose

The purpose of protection is to provide necessary services to any child who, in the opinion of the Department, is or is likely to become a neglected child within the meaning of The Child Welfare Act.

B. Sources of Referral

Complaints may be received from municipal officers, public health nurses, other social agencies, school principals and counsellors, neighbors or interested members of the community. In many instances a parent may make a request for help with their family situation. Requests may be received from agencies of another province for an investigation into a complaint made in respect to a child residing in this province.

C. Responsibility for Protection Services

The Department of Public Welfare is directly responsible for provision of services to all children in need of protection in this province. There will be a transition period between July 1, 1966 and the time that municipalities transfer all statutory child welfare services to the province. During this period, these municipalities will retain temporary responsiblity for protection services within their boundaries and will be responsible for investigating and following through on all neglect complaints affecting their residents. In case these municipalities do not accept their responsibility or withhold services from a family the Child Welfare Act, Section 93(6), makes provision for the Department to provide protection services within their municipal boundaries. Every complaint must be investigated to determine whether there are elements of neglect and what action is indicated.

D. Protection Services

The term protection services, used to describe a major Departmental function and responsibility, is an all inclusive term that is much broader than the apprehension of children and the court procedures involved in removing custody from the parents. Protection services include counselling services provided for the parents, the variety of financial assistance programs and the broad array of community services that can be drawn upon to assist and help the parent or parents care for their own children in their own home. The work that can be done and the services that can be provided to enable a family to continue to function on its own are the most important parts of the Department's protection services. Temporary wardship, non-ward care, indefinite adjournments are all court processes used as tools in the protection services to reunite and strengthen a family. The Department's philosophy is that only as a last resort is the child removed from the custody of the parent and then only after every resource and every avenue of help has been explored. In some instances, however, such as the case of a battered child, a child must be removed from the home immediately for the child's own protection. The Department works on the assumption that no child is ever removed from his or her home for financial reasons. If the costs of a child's care and maintenance are beyond the capacity of the parent to provide, the financial

D. Protection Services (continued)

assistance programs should be able to provide the care needed without the necessity of the child being removed from the custody of the parents.

When the standard of care provided for a child falls below the basic acceptable community standard, the Department has a responsibility to offer services to the family concerned to prevent further deterioration. It is anticipated that through the Preventive Welfare Service projects more and more resources will be developed throughout the province and the necessity of removing children from the care and custody of the parents will decline. The primary objective in removing a child from the parents is to give the Department time to work towards the reuniting of the child with the family. The objective is not to acquire permanent wardship, so he can be placed for adoption in a "better home", but to return the child to his own parents and his own home. This is the focus of the Department's protection services.

E. Apprehension

Apprehension is the legal term used to describe the physical removal of the custody of a child from his parents or guardian. The courts have ruled that a child cannot be considered apprehended unless the social worker making the apprehension has seen and has had physical contact with the child to be apprehended. This may cause problems when the child to be apprehended is in hospital. Wherever practicable it is desirable that a child not be apprehended while in hospital. However, when such action is deemed necessary, the social worker concerned shall clearly identify the child to the medical superintendent or senior medical officer of the hosptial, being careful to explain the legal considerations. The worker should also ensure that his own name is known to the hospital staff, so he may be contacted should the need arise. Social workers must be able to clearly define to the courts the exact time and place at which apprehension took place.

When, in the opinion of the social worker and his regional office supervisor or unit supervisor or the municipal social worker or other person authorized to apprehend children, it is absolutely essential for a child to be removed from his family setting on a temporary or permanent basis. the social worker must interpret to both the parents and the child why he is being moved.

The rights of the parents to be present at the court hearing, to be represented by legal counsel if they wish, and to appeal if the child is committed to the care of the Director should be carefully explained. It is particularly important that the parents understand the loss of parental rights during the period of wardship which is being applied for.

(a) Authority to Apprehend a Child

Section 15 of The Child Welfare Act clearly defines who has authority to apprehend children. If the regional office supervisor has been given authority to apprehend children under Section 6 of the Child Welfare Act, he or she will be able to apprehend children without additional written authority. Depending on the individual circumstances within each regional office, one or more other social workers in the

PROTECTION

E. Apprehension (continued)

(a) Authority to Apprehend a Child (continued)

regional office may be given standing authority to apprehend and other workers may apprehend children upon receiving specific written authority from the Director for each individual case. The worker should carry this "authority" and be able to produce same on demand of the parents. He or she must also present or be able to present to the court his or her authority to apprehend children when the court hearing is held.

During the transition period in the transfer of child protection services to the province, a municipal child welfare worker appointed under Section 93 (2) has standing authority to apprehend any child in need of protection. The appointment of each municipal child welfare worker must be approved by the Child Welfare Commission. Even though a municipality may employ a person as a general welfare worker, this does not give him authority to apprehend children. Where the municipality is providing protection services, the regional office worker will act in an advisory and consultative role and unless otherwise instructed will attend all court hearings where the municipality is seeking to have a child committed. If the municipality fails to accept its responsibility, the regional office worker may be authorized by the Director of Child Welfare to assume the responsibility.

The regional office worker will undertake all apprehensions in improvement districts, except the improvement districts in the far northern areas and the more remote parts of the province where the R. C. M. P. will assume the responsibility of apprehending children in need of protection.

When it becomes necessary to apprehend a child, the regional office supervisor, the regional office worker, municipal welfare worker or the person authorized in writing by the director to apprehend a child will immediately complete form DPW 30, Notice of Investigation and will serve a copy on:

(a) The parents or guardian of the child (one copy for each parent or guardian)
(b) The Judge of the Juvenile Court who will preside at the Hearing. (one copy)
(c) The Director of Child Welfare, Edmonton, Alberta (one copy)
(d) The Regional Office of the Department of Public Welfare (number of copies to equal the number of children apprehended).

The Notice of Investigation must be served upon the parents (two separate notices if they are living apart) by personal services at least ten days before the date fixed for the hearing. (C. W. Act Section 19) When parents are living apart, they may at times desire that their address not be known to the spouse. By preparation of separate notices, confidentiality is ensured. If the parents live out of the province, sufficient time must be allowed for the welfare department or children's aid society in the other province to serve the notice and have it returned in time

CHILD WELFARE 1

PROTECTION

E. Apprehension (continued)

(a) Authority to Apprehend a Child (continued)

for the hearing, as well as asking the judge for permission to do so. If personal service cannot be effected, application must be made to the judge for permission to serve the parents by double registered mail or any other form of substitute service. In the case of a new apprehension an adjournment may be necessary. If the court hearing should be held in less than ten days, an application must be made to the judge for a shortening of the period to a time less than ten days.

A full outline of the circumstances leading to apprehension, the efforts made to rehabilitate the family and the alternatives to wardship that have been explored prior to apprehension shall be typed as a separate report, which is attached to the Notice of Investigation, DPW 30, sent to the Director of Child Welfare and the local regional office. A copy of this report may be forwarded to the Judge of the Juvenile Court, or District Court, if required by the judge.

All cases where the children have been apprehended as neglected children ✓ must be brought before a judge within twenty days. Child protection cases may be brought before any juvenile court or district court judge. Generally the case is brought before a judge in the area in which the neglect occurred. If the children are in one area and the parents are in another, it may be necessary to hold the hearing in the area in which the parents reside and the child or children brought to the hearing, or the reverse situation where the parents travel to the area in which the children have been apprehended may at times be best. In no instances may more than twenty days elapse. If a judge is not available, e.g. on holidays, thus, will not be sitting within the twenty day period, the case must be brought before a judge in a neighboring town or community. The apprehension of a child ceases to have any legal effect or value if more than twenty days have elapsed between the time of apprehension and the day of presentation of the case in court. If the apprehending worker is not prepared to proceed with the case within twenty days, i.e. parents cannot be located or all evidence has not been accumulated, the worker should present the case to a judge and ask for an adjournment to a specific date in one week, two weeks, or whatever time is required. An indefinite or sine die adjournment should not be asked for or accepted. Custody of the child during this interim period should be requested by the worker.

In most instances, the case should be presented to the court by the worker apprehending the child. In some offices and in certain specific cases, the actual court case may be presented by the supervisor or court worker, with the apprehending worker giving evidence only.

When a municipal worker has apprehended a child, the provincial worker attending the court will attend as a representative of the Director of Child Welfare and in most instances will play no active role in the presentation of the case. At times, upon receipt of the Notice of Investigation, the Director of Child Welfare will instruct the regional office worker to make certain recommendations to the court; this may involve asking for an adjournment, asking that additional evidence or witnesses be brought before the court or even asking that the case be withdrawn from the court. In the cities of Edmonton and Calgary where cases are presented by the

PROTECTION

E. Apprehension (continued)

(a) Authority to Apprehend a Child (continued)

two municipal welfare departments, it will be necessary for the provincial worker to attend specific cases only.

If the parent or parents are patients in a Mental Hospital or Goal, the Notice of Investigation should be sent to the Superintendent of the institution who will use his discretion in handing the notice to the parent or arranging for a psychiatrist or social worker within the institution to discuss the Notice with parent. If he should not feel it wise to serve the Notice, he should be asked for an affidavit giving the reasons.

If the person or persons having actual custody of the child at the time of the apprehension of the child are not the parents of the child, they should also be served with a copy of the Notice of Investigation.

If the parents are divorced, both parents must be notified even though custody was granted to the parent from whom the child was apprehended.

Where the mother's husband is not the biological father of the child, it is necessary to serve him with a Notice of Investigation unless the serving of such notice has been dispensed with by the judge as provided for in Section 19 (b) (ii) of the Child Welfare Act.

(b) Serving of Notice of Investigation upon the Director of Child Welfare

The Director of Child Welfare must receive a copy of the Notice of Investigation with the report on the reason for the apprehension of the child immediately upon the apprehension and at least within ten days of the apprehension of the child. It is important that this information be received by Central Office as quickly as possible, so that there is ample time to give any necessary instructions to the worker, i.e. ask for an adjournment, ask that the case be withdrawn, etc., and for the acknowledgement of the receipt of such a Notice (A.37) to be returned to the regional office in time for it to be presented to the court as evidence of service. Also, Central Office may have prior record of the family and in such instances this information will be forwarded to the apprehending authority for their information and assistance.

(c) Means and Procedures of Serving Notice of Investigation

By Personal Service in Alberta - Personal service of the Notice of Investigation consists of having a representative from the regional office, a municipality or the police serve the notice and complete the Affidavit of Service, form DPW 530. If a regional office requires service in another area, the necessary Notice of Investigation (an additional copy of the Notice should be attached to the Affidavit of Service as an exhibit) will be prepared, with the accompanying Affidavit of Service DPW 530, and sent directly to the regional office serving the area in which the parent or guardian resides. The Notice should be accompanied by the apprehension report so the Departmental action may be clearly explained to the parent by the worker effecting service. The apprehending authority should also clearly define in his request whether the

PROTECTION

E. Apprehension (continued)

(c) Means and Procedures of Serving Notice of Investigation

By Personal Service in Alberta (continued)
home is to be considered as an alternative to wardship. If this is so, the child's past contact with the parent and the amount of interpersonal relationships shall be defined. A copy of the initial covering correspondence and reply shall be forwarded for the Central Office file. The regional office serving the notice will return the completed Affidavit of Service directly to the original regional office.

By Personal Service Outside of Alberta - Personal service of the Notice of Investigation for persons living out of the Province of Alberta must be sent through Central Office along with the Affidavit of Personal Service (in duplicate) for completion by the social worker contacting them.

It is essential that all the above information be relayed to the agency of another province, so the worker effecting service may clearly interprete the action and establish a possible base for effective future counselling with a view to return the child to the parent(s).

The judge hearing the application should endorse the request for service out of the province (ex-juris). A minimum of a month should be allowed for the other province to effect service and return the documents. The worker requesting an adjournment should carefully consider the area in which service is being required as it may be isolated and served only on a monthly basis. The worker should make his request for adjournment taking this factor into full consideration.

Substituted Service

If authorized by the judge under Section 19 (2) Notices of Investigation may be served by:

(1) Return Registered Mail - The returned registered (double registered) letter can be used for notification where circumstances and location of the parent or guardian make it impossible to serve the Notice by personal service. It must be recognized that the return registered card is not actual evidence of service since there is no indication thereon as to what was sent. The social worker can give evidence in this regard.

(2) By Advertising for Parents or Other Persons - When other methods have failed to locate parents or other people needed for court purposes or in planning for a child, advertising may be inserted in newspapers in Alberta or anywhere in Canada. The requests for such advertising should be directed to the Publicity Bureau, Department of Industry and Labour, Legislative Bldg., Edmonton. The exact wording of the advertisement required should give the names of the places in which it is desired to have the advertisement appear and the names of newspapers, if known, and a request should be made for three copies of the tear sheets. A carbon copy of this memorandum is to be forwarded to Central Office. All advertisements of any kind other than that shown above must be cleared through Central Office.

It is important to have three copies of tear sheets, one to go to the judge,

PROTECTION

E. Apprehension (continued)

(c) Means and Procedures of Serving Notice of Investigation

one to Central Office for accounts and the third for the regional office file. It is also important to clarify how the notice is to read. In Edmonton for Juvenile Court, an advertisement in the "personal" columns for 3 consecutive issues (one of which should be a Saturday), reading "Doe, Mr. John James, last known address 10000-100 Street, Edmonton, or anyone knowing his whereabouts, please contact Box xxx on a matter of important personal concern" will be accepted. Other judges may not accept this and may require an advertisement inserted on the legal page of the want ads in line with the one now used for District Court. In permanent ward hearings, the method of advertising should also be cleared with the judge.

(d) Waiving and Dispensing with Serving of the Notice of Investigation

Serving of the Notice of Investigation on the parent or guardian may be dispensed with at the discretion of the judge (Child Welfare Act Section 19 (2) (b) (ii)) if the parent or guardian is evading service or cannot be found. Proof, an affidavit and/or evidence under oath, must be submitted to the court to substantiate a request to dispense with the serving of the Notice of Investigation. Every effort must be made to find the parent before a request is made to the judge to dispense with the notice to the parent or guardian.

(e) Responsibility for the Child during the Period of Apprehension

During the period between the date the child has been removed from the custody of the parent and the case is brought before the court, the care and maintenance of the child remains the responsibility of the apprehending authority. It should be quite clear that during this period guardianship still remains with the parents and the apprehending authority has custody only. In all cases it will not be necessary to remove the child from the home and place him in a foster home or receiving home while the child is under apprehension. When the child has to be placed in a boarding home or receiving home during the period of apprehension the cost of the child's board, the cost of emergency medical care and the cost of clothing provided for the child are the total responsibility of the apprehending authority, unless specific authorization is provided for such reimbursement, e.g. RCMP apprehending a child in Northern Alberta at the Department's request. If the child is apprehended by a municipality, the municipality is responsible for the full cost of the child's care, medical examination, clothing, transportation, etc. If the child is made a ward subsequently the Department will reimburse the municipality for all costs incurred from the date of apprehension. If the child is apprehended but returned to the parents within a day or so before a Notice of Investigation is completed, or where two or three days care is provided by the municipality or the regional office for the child and then the parents make satisfactory plans for the child and the case is withdrawn from court, a claim for reimbursement can be submitted to the Director of Child Welfare for approval and payment.

The locating of and placing the child in a foster home or institution at the time of apprehension is the responsibility of the apprehending authority. If the child has been apprehended by a municipality and his subsequent supervision in the

PROTECTION

E. Apprehension (continued)

(e) Responsibility for the Child during the Period of Apprehension

foster home will be the responsibility of the Regional Office, close liason must be maintained between the two offices so that the child may be placed in a foster home which meets provincial child welfare standards and in which the child can remain after committal.

If neglect is established but the children are returned to the custody of the parents, under the supervision of the regional office or possibly the municipal worker (C. W. Act Section 23), the full cost of the apprehension proceedings is the responsibility of the apprehending authority. No costs of maintenance of the child during the period of apprehension is the responsibility of the parent or guardian.

If an order of maintenance is made against the parents of a child who has been made a temporary ward, the order is effective only from the day that the child is made a ward and the costs of maintaining the child during the period of apprehension are the full responsibility of the apprehending authority.

Whenever a child is apprehended and brought before a Judge of the Juvenile Court, it is the responsibility of the social worker apprehending the child to provide the court with verification of birth. This should be done by presenting a birth certificate or copy of the birth registration whenever possible. Form DPW 25 has been designed primarily for this purpose of verifying a birth when such documents are not available. The worker apprehending the child completes this form and sends it to the Director, Bureau of Vital Statistics, Alberta Jasper Bldg, Edmonton. The Bureau of Vital Statistics will verify the information and return it to the worker. There are four copies of the verification and the destination is stated on each copy of the form. When the worker takes the case to court, he will present the judge with the first three copies. The judge is to keep one copy for the court records, the other two are attached to the Court Orders, one to the regional office concerned and the other marked Child Welfare Commission to Central Office.

Copies of these forms should be supplied by the regional offices to those municipal welfare workers apprehending children during the transition period.

These forms may also be used to verify marriages and deaths for juvenile court purposes, but are not acceptable to District Court.

F. The Court Hearing

(a) Time of Court Hearing

A child apprehended as a neglected child must be brought before the court as quickly as possible so that the rights of a parent and the rights of the child for legal protection may be met at the earliest possible date. The court hearing must be held within twenty days of the date of apprehension. If more than twenty days elapse, the apprehension is nullified and the child must be returned to the parents or reapprehended.

PROTECTION

F. The Court Hearing (continued)

(a) Time of Court Hearing

The date and place of the hearing should be arranged with the judge prior to the completion of the Notice of Investigation. It is also important to consult with the parents to see if the time and place are suitable to them or whether another time or place would be more advantageous to all concerned. Every effort shall be made to impress the parents with the importance of their presence at the hearing, advising them that the judge at his discretion may issue a subpoena requiring their attendance. The worker should facilitate the parents' attendance to the point of providing transportation when necessary. Particular care must be taken to comply with Section 20 of the Child Welfare Act, which delineates where a child welfare case may be heard and under what circumstances a child welfare case may not be heard.

(b) Who may be Present in Court

A child welfare hearing under the Child Welfare Act is not open to the public and is held in a closed court. Those who may attend as a matter of rights are the judge, a police officer, the parents, legal counsel and any child welfare worker connected with the case. However, the child concerned and the parents may be excluded if the judge wishes. If relatives, friends, etc., attend, the worker should ask the court to exclude them until the time that they are required to give evidence. It is the prerogative of the judge to decide who may attend court and who shall be excluded. If the worker wishes a certain person or persons excluded but the judge refuses to do so, the worker should make the request and ask the court to record that he has done so.

(c) The Form of the Juvenile Court Proceedings

Each Juvenile Court Judge conducts the court according to his own background of experience and according to methods that he has found practical in the past. As a result there may be considerable variation among courts. At no time has the worker the right to insist that a certain procedure be followed or that a case be handled in a certain way. This is entirely the prerogative of the Juvenile Court Judge. The worker may only request or recommend that a certain procedure be followed. Most Juvenile Court Judges welcome suggestions and appreciate any help the worker can give in making the Juvenile Court Proceedings more meaningful. District Court Judges will normally follow the procedures laid down in the Rules of Court.

(d) Suggested Juvenile Court Procedures

The worker will need the following completed documents to present in Court:

(a) Completed and signed Notice of Investigation, DPW 30.
(b) Completed Affidavit of Service, DPW 53, signed and commissioned, showing that a Notice of Investigation was served personally on the parent or guardian
(c) If authorized by the court, proof of substituted service

PROTECTION

F. The Court Hearing

(d) Suggested Juvenile Court Procedures (continued)

i.e. return registered cards, newspaper advertisements etc., as an alternative to (b)

(d) Verification of Birth, DPW 25, for each child concerned or a copy of the birth certificate or birth registration

(e) If the children were born outside of Alberta a certified true copy (photostat) of the Registration of Live Birth.

The court stenographer should be sworn at the beginning of the proceeding. The actual court hearing should be taken down in shorthand by the court stenographer. Where there is no court stenographer the Attorney General's Department has authorized the use of a Departmental stenographer. This is often supplemented, particularly in the larger cities, by a tape recorder. If a stenographer is not available, all evidence given should be recorded on court deposition forms which should be signed by each individual witness.

The worker shall present the letter of authority from the Director of Child Welfare giving him either standing authority to apprehend children or authority to apprehend the specific child or children in question. The judge should record that the worker is authorized under Section 8 and Section 7 to act as a child welfare worker and to apprehend children. The social worker does not file the wire or letter of authority as evidence. The municipal child welfare worker, should present his letter approving his appointment under Section 93 (3).

The worker shall present the Affidavit of Service or proof of substituted service permitted by the judge showing the proper notice has been given to the parents or guardian of the child. If the parents are present, they should be introduced to the court. If they are represented by legal counsel, he should be introduced but in all events the parents should be advised by the court or should be questioned as to whether they understand their legal rights in respect to the hearing. In introducing the parents, guardian, witnesses or representatives of the Department to the judge, it is important for the worker to give the correct name, initial, occupation and official capacity of each such person.

The worker shall file with the Court as an exhibit the acknowledgement of the Notification of hearing from the Director of Child Welfare (A37).

In most courts, the children for whom the hearing is being held must be presented and identified. Procedures on this point vary. With small children, it may be advisable for the judge to visit the foster home or institution in which the children are being cared for so that the children can be properly identified. The procedure the judge wishes to follow should be cleared with him before the court hearing. In cases involving older children who may be asked to give evidence, they should be introduced and the court asked to exclude them until required to give evidence.

All witnesses are sworn, including the social worker presenting the case, and all evidence is given under oath (Section 21 (2) Child Welfare Act). Witnesses may be compelled to attend Court (Section 21 (1)). If a compellable witness does

F. The Court Hearing (continued)

(d) Suggested Juvenile Court Procedures

not appear, the judge may be asked to issue a subpoena (Section 21 (2)). This must be served personally on the witness by either the worker or the police.

All evidence available should be produced. At no time should the worker suppress relevant evidence, whether or not it has been requested by the judge. Only when all evidence is available can the judge give an unbiased opinion. Also, if all evidence is not brought in during the juvenile court hearing, it may be difficult later to make application for permanent wardship.

No hearsay evidence should be permitted; a witness should tell only what he knows as his knowledge and belief.

Apart from court evidence the following information must be obtained from the parents to complete the Committal Order, DPW 34:

(1) Correct full name of the child (children) concerned
(2) Date and place and birth of the child
(3) Full names of both father and mother, including the mother's maiden name
(4) Correct addresses of both parents
(5) Occupation of both parents
(6) Marital status of parents (divorced, separated, etc.)
(7) Date and place of marriage of the parents
(8) Residence of the parents during past 3 years
(9) Religion of both parents
(10) Religion Child has been raised in and religion in which the parents wish the child(ren) raised
(11) Birthdate of each parent
(12) Birthplace of each parent
(13) Racial Origin

Parents or their legal counsel have the right to cross-examine witnesses.

Professional witnesses, such as psychiatrists and doctors, may ask that they be subpoenaed to protect their professional status. Neighbors, local storekeepers etc., who are afraid of retaliation if they give evidence, may refuse to give evidence voluntarily but can be subpoenaed.

If evidence by document or affidavit it presented, these documents or affidavits must be presented in the proper form and in the proper manner so they can be admitted. (Child Welfare Act Section 21 (3) and (4)). A skillful social worker can make a hostile witness into a friendly and willing one by the manner in which he approaches the witness, involves the witness and treats the witness in the court. Since the witness is often fearful and feels threatened by the Court, the worker should try to give this person assurance through knowledge. This may be done by explaining simple court procedure, such as proper address to the judge and by giving the person prior general knowledge of the information the worker wishes presented and questions that may be put forth. If the worker deliberately or un-

PROTECTION

F. The Court Hearing (continued)

(d) Suggested Juvenile Court Procedures (continued)

consciously antagonizes the witness, the amount of evidence he will volunteer will be at a minimum. The social worker must never forget that he will be working with the parents after the court hearing with the hope of the eventual return of the children to them. When all the evidence concerning the neglect situation has been presented to the judge, the worker should present to the court his recommendations regarding the action he would like taken, but he must not assume that the court will follow his recommendations. If the worker is recommending a period of temporary wardship, he must be prepared to recommend a specific period and give the reasons for his recommendation. If he is recommending an adjournment with supervision, he must be very clear as to what terms he is recommending should be included in the order.

(e) The Decision of the Court

1. The judge may not be satisfied with the evidence presented. He may adjourn the case for a specific time or to a specific date in order that parents or witnesses can be located, documents can be located, counsel can be appointed etc. It should be impressed upon the judge that the case cannot be adjourned sine die or without a set date. Once a case has been presented to the court it cannot be withdrawn without permission of the judge.

2. If the judge finds the child to be neglected he may do three things:
    (a) He may dismiss the case. If this is done the child is returned to the care and custody of the parent or guardian who had custody at the time of apprehension (Section 22 (1))

    (b) He may adjourn the case for a period not longer than twelve months. In this case the child is returned to the parents or to the person who had custody of the child at the time of apprehension subject to the inspection and supervision of the Department of Public Welfare (C. W. Act Section 23). When supervision is ordered by the court, routine progress reports should be included in the running record and a copy forwarded to Central Office outlining the progress of the family under the supervision of the regional office. (Supervision Order, DPW 34B)

    (c) He may make an order of temporary wardship, making the child a ward of the Crown for a period not exceeding twelve months. (Many courts make orders to coincide with school terms to facilitate the easy transfer of children back to their homes and schools). If this order is granted, the Department of Public Welfare assumes the full responsibility for the care and custody of the child.

    The court can make no stipulation that a child is to be placed in a certain home (i.e. with an aunt), in a specific institution

PROTECTION

F. The Court Hearing (continued)

(e) Decision of the Court (continued)

or in a particular geographic area. Once the child is made a ward placement is the responsibility only of the Director of Child Welfare and the regional office.

(f) Application for a Maintenance Order

In every instance when the court has decided to make a child a temporary ward the apprehending authority shall make a recommendation to the court regarding an order of maintenance, DPW 40, (C. W. Section 24). Prior to the court hearing, the worker should have made a full investigation into the parent's ability to pay for the support of the child. If the parent has incurred large debts and is able to pay only a nominal amount this should be considered. It is mandatory that this matter be brought to the attention of the judge and the worker should make an application in every case though knowing in many instances that the judge will not make an order. It should be pointed out to the judge that an order of maintenance cannot exceed the amount that the Department pays a foster home for board rates (C. W. Section 24 (4)).

G. Points to be clarified with Parents or Guardians

(a) If a period of temporary wardship is granted, the worker must make sure that the parents (1) know the expiry date, (2) understand what temporary wardship means (as opposed to permanent wardship), (3) understand and realize what the worker's role and function will be as a representative of the Director of Child Welfare and that the worker will be having frequent and close contact with them as well as the child, and (4) understand what is expected of them, how they can and must keep contact with the Department, what their privileges are in respect to visiting and writing to the child.

(b) If an Order of Maintenance has been issued, the worker shall explain this in detail, making sure the parent(s) have the proper address for mailing cheques, that they clearly understand the date upon which payments are due and the collection procedures the Department follows should they fail to make the required payments.

(c) Although the Child Welfare Act only states the Director shall request and free of charge provide a copy of the Order to the parent, guardian or person in whose care the neglected child has been, it is felt that every effort should be made to provide such persons with both a copy of the Order of Wardship, DPW 34, and Order of Maintenance, DPW 40.

(d) Should the parents not be in agreement with the court's decision, the worker shall explain the procedure open to them for appeal (Child Welfare Act, Section 27).

H. Documents Completed by the Court

A copy of the Committal Order, DPW 34; Extension of Temporary Wardship Order, DPW 34A or Supervision Order, DPW 34B, each with a copy of the Transcript of Evidence (or Court Despositions) will be:

PROTECTION

H. Documents Completed by the Court (continued)

(a) forwarded immediately to the Director of Child Welfare
(b) forwarded directly to the nearest regional office
(c) retained by the court for their records
(d) if the municipality has apprehended and/or is supervising the child a copy shall be forwarded directly to the municipal welfare office. Where-ever practical and possible the court order shall be prepared and completed by the court. In isolated areas where the court has no clerical staff the regional office may prepare the Committal Order and have the judge sign the documents but this should be the exception rather than the rule. Some judges are vehemently opposed to anyone other than the court completing these orders.

At the same time the Order of Committal is forwarded, a copy of the order of maintenance must be completed and forwarded to the Director of Child Welfare and the Regional Office, with a copy retained by the court.

I. Documents to be completed by the Apprehending Officer at the Time of Committal

In addition to assisting the court in completing the committal and maintenance orders the social worker working with the family and who has apprehended the children will complete a full social history (See appendix for social history outline) and forward one copy of this to Central Office within two weeks of the date that the child is committed to care. A copy of the social history must be immediately placed on each child's file.

On the day that a child is committed to care placement slips must be completed and forwarded to Central Office. Application for family allowance, payment of all accounts and the issuing of spending money to the child are all withheld until the committal order and placement slips are received in Central Office.

J. Temporary Wardship

Section 24 of the Child Welfare Act allows the judge hearing a child welfare protection case to make the child a ward of the Crown and to commit the child to the care and custody of the Director of Child Welfare for a period up to twelve months. The committal order made by the judge must specify the length of time for which the committal is made. It is not sufficient to state that the child shall be committed temporarily as a ward of the Crown.

Work with the parents towards the eventual return of their child(ren) must start on the day the committal takes place. Should the child be placed in another regional office area, there shall be a regular exchange of Running Records on the progress of family and child between the regional offices concerned.

PROTECTION

J. Temporary Wardship (continued)

A temporary order may be terminated in three ways:

(1) by allowing it to lapse
(2) by returning the case to court under the provisions of Section 25 (1) and (2) of the Child Welfare Act and asking the judge to terminate the order.
(3) by order-in-council (Section 33(3), Child Welfare Act).

In many instances if a child has been returned to the custody of the parents prior to the date of the expiration of the period of temporary wardship and the situation appears to be completely satisfactory, wardship may be allowed to lapse.

PROTECTION

J. Temporary Wardship (continued)

If there is any doubt or question about the situation or the judge prefers that temporary wardship granted by him should be terminated by the court, the case shall be brought back to court by the social worker supervising the child. The social worker should arrange a court date and send out Notices of Investigation, completing parts appropriate to such action. The court procedure followed in the original committal should be adhered to.

In most instances the court hearing will be held in the region in which the child is actually residing at the termination of the period of wardship. For example; if the original committal was in Edmonton and the child has been placed in Bonnyville, the case will be brought back into court in Bonnyville and it is the responsibility of the Bonnyville Regional Office to see to it that the juvenile court judge in Bonnyville has a copy of the first committal order and a copy of the transcript or court depositions from the initial hearing.

It is essential that an application for extension or renewal be made before the expiration of the temporary order by bringing the case before a judge and by notifying the parents by a Notice of Investigation. In such cases, neglect does not have to be re-proven and an extension can be granted on the basis of further information or evidence without re-establishing the original basis of the committal. It is suggested that the rehearing of the case be set at least one week before the expiration of the temporary wardship order. Files should be brought forward and statistical cards flagged, in order that the expiry dates will not be overlooked. In cases where parents may be difficult to locate or reside outside the province the file should be brought forward a minimum of 2 months in advance.

If however, the application for an extension of wardship has not been brought into court prior to the lapsing of the original order, a complete new case of neglect must be proven and established before the judge, as he has lost jurisdiction to grant an extension under Section 25.

If the children have been returned to their parents but supervision is still necessary, it is possible to obtain an extension of the temporary wardship but the more logical and practical procedure is to apply to the court for an adjournment of the case so that the children may be supervised under the provisions of Section 23 of the Child Welfare Act, (DPW 34B, Supervision Order).

If, at the expiration of the period of temporary wardship, the parents are not able to resume responsibility for their child or the parents' conduct or circumstances have not improved to the extent necessary to ensure the proper care of the children, the regional office worker may request that a further period of temporary wardship be granted. Temporary wardship may be renewed for several periods but shall not exceed three years after July 1, 1966, (C. W. Act Section 25 (2) (b)). Extension of Temporary Order, form DPW 34A, is used. In almost every case it should be possible to either rehabilitate the parents to the point where they can care for their own children or it can be established that there is no alternative except to apply for permanent wardship.

It must be quite clear that only the Director of Child Welfare or the

PROTECTION

J. Temporary Wardship (continued)

worker acting on the Director's behalf has the right under Section 25 (1) (a) of the Child Welfare Act to apply to the court for a cancellation or variation in an order for temporary wardship. There is no provision for the parent or other interested person to make such an application, as there is in the case of an Order of Maintenance.

Each time that there is a variation in or extension of a temporary order, a new committal order must be completed and placement slips must be completed and forwarded to the Child Welfare Branch without delay.

With each extension of temporary wardship the matter of maintenance must also be reviewed. If the Order for Maintenance is to be continued it is essential that a new Order be issued. This document is required, as it is necessary for completion of an Accountants Affidavit for possible enforcement action.

It must also be quite clear that the rights of guardianship conferred upon the Director of Child Welfare when children are made temporary wards of the Crown are on no way diminished by the fact that the wardship is for a temporary period (Section 31 (1) Child Welfare Act). During the period of temporary wardship, the Director or the regional office worker acting on his behalf exercises the same rights of guardianship as would be exercised if the child were a permanent ward but only during the period of temporary wardship; e.g. the parents or relatives have no greater rights or privileges to visit the child, correspond with the child, etc., than they would have if the child were a permanent ward.

Municipal Responsibility when the Child is made a Temporary Ward During the Transition Period after July 1, 1966

When a child apprehended by a municipal welfare officer or policeman is made a temporary ward by the court, exactly the same court procedure and documentation is followed as it would be handled by the provincial welfare. If the child is found to be neglected, the regional office immediately assumes responsibility for the care and supervision of the child whether he or she has been made a temporary ward under Section 24 or returned to the parents under supervision as provided for in Section 23. In the interim period a municipal welfare worker, in Edmonton or Calgary only, may supervise temporary wards apprehended by these municipalities and where the parents are residents of those municipalities.

In Edmonton, until the Minister terminates the municipality's responsibility in this area, (Child Welfare Act, Section 93 (1)), if a child is made a temporary ward and the parents have residence in the City of Edmonton, the City Social Service Department continues to supervise the child and will make all arrangements for medical care, clothing, foster home or institutional care. The City of Edmonton Social Service Department may by agreement, place children in the same geographic area served by the Edmonton Regional Office. If the children are moved out of this area or the foster parents move out of this area, supervision will normally be transferred to the nearest regional office.

Similarly, the Calgary Children's Aid Department will continue to

PROTECTION

J. Temporary Wardship (continued)

supervise temporary wards whose parents are residents of the City of Calgary until the Minister terminates their responsibility. Placement may be made in the same area as that supervised by the Calgary Regional Office.

In special cases where the Edmonton and Calgary Regional Offices apprehend a child whose parent lives within the city limits of Edmonton or Calgary (e.g. a child of an unmarried mother), the regional office will continue to supervisor the the child and will not turn the case over to the city. Individual cases can be transferred from the city to the province and, in some cases, from the province to the city after consultation between the Regional Office supervisor and the City of Edmonton Social Service Department supervisor or the Calgary Children's Aid Department supervisor.

In all cases where the child is made a permanent ward, the supervision of the child is transferred to the regional office.

Accounts for the care and maintenance of temporary wards supervised by the two cities do not go through the regional office but are to be sent directly to Central Office.

Inspection and supervision of foster homes approved for the care of less than four children which are used by the two cities are their responsibility. If placement in an institution outside of the boundaries of the two individual welfare departments is required, the request for placement must be made through Central Office. Placement outside of the province must be cleared through Central Office for approval in all instances.

K. Adjournment under Supervision

After the court has found the child to be neglected, Section 23 of the Child Welfare Act allows the court to return the child to the custody of the parents under the supervision of the Director of Child Welfare, (DPW 34B). This probationary period may be for any period up to one year. During this period the child is not a ward and the parents continue to have full rights of guardianship. While the child is with the parents and supervision is provided by the regional office (in Edmonton and Calgary the two welfare departments for city cases), the full cost of maintaining, clothing and providing medical care for the child remains with the parents. The apprehending authority's only responsibility is for the cost incurred during the period of apprehension.

If, during this supervisory or probationary period, the parents continue to neglect the child, the case may be brought back to the court under the provisions of the Child Welfare Act, Section 23 (2) and a new order issued by the court after the case is reviewed.

Except where a municipality has been specifically designated by the Director of Child Welfare to provide such supervision, the supervision of all such cases, whether brought into court by the municipal welfare officer, regional office worker

PROTECTION

K. Adjournment under Supervision (continued)

or police officer, will be the responsibility of the regional office.

If the child is a temporary ward and the judge adjourns the case under this section, temporary wardship is automatically cancelled and placement slips should be completed by the regional office or municipal welfare department showing this change in the status of the child. When such an order is made, the child can no longer be cared for in a foster home or institution with the costs borne by the department, even though it may be desirable for the child to remain there for a short period afterward.

Workers are expected to make regular visits and maintain frequent contact with these cases to ensure that the term of the supervisory order made by the court is adhered to and that the children are properly cared for during the stated period. Routine progress reports shall be made and copies forwarded to Central Office. At the end of the period of supervision, it is good practice to advise the judge what has happened in the interim and what has been accomplished in helping the parents to more effectively care for their children.

L. Orders of Maintenance

Under the Child Welfare Act, Section 24 (2) when a child is made a temporary ward the Juvenile Court Judge may make an Order of Maintenance against the parents. It should be noted that this Order may be issued against one or both parents. Where the parents are living apart, both employed and capable of contributing, Orders may be considered against each but care must be exercised that the combined Orders do not exceed the foster home rates paid by the Government for the child or children concerned. D.P.W. 40, Order of Maintenance is used. Information on procedures to be followed may be found in Maintenance and Recovery Transactions 3. B.

M. Appeal of an Order of Committal

Section 27 of the Child Welfare Act sets out the procedure to be followed by a parent wishing to appeal a committal order.

The parent(s) of a child committed as either a temporary or permanent ward should be made aware of their right to appeal the committal order. Parents should be advised that they must be represented by legal counsel. If they cannot afford such services, they should be helped to apply for legal aid under the Needy Litigant program.

If the worker is advised that the parent(s) are going to appeal the committal, all documents and a full report of the case should be immediately forwarded to the Director of Child Welfare, Central Office, and he will arrange with the Attorney General for the department to have legal representation in the appeal. If it is necessary for the regional office worker or the municipal welfare worker to appear at the appeal hearing, arrangements for this will be made by Central Office and the solicitor representing the department.

The thirty day appeal period in a case where the child has been a temporary

PROTECTION

M. Appeal of an Order of Committal (continued)

ward and has been made a permanent ward by the District Court begins on the day when the permanent order is filed with the clerk of the court. When a child has been made a temporary ward by a juvenile court judge, the thirty day appeal period begins on the day that the order is made.

N. Prosecution of the Parent of a Child Found to be or Believed to be Neglected

Section 39 of the Child Welfare Act makes it mandatory for every person having information of the abandonment, desertion, physical ill-treatment or need for protection of a child to report such situations to the Director of Child Welfare, the Regional Office Supervisor, a municipal Welfare Director or a solicitor of the Attorney General's Department.

Protection from being sued for giving such information is given in Section 39 (2).

Section 40 and Section 41 make provision for the prosecution of the parent who wilfully or deliberately mistreats or neglects his or her child. Investigation of complaints is the responsibility of the social worker. If the worker, upon consulting with the supervisor, feels the situation warrants the laying of a complaint, the matter should be referred to the police. Workers should be familiar with related sections of the Criminal Code and the decision whether to proceed under the Child Welfare Act or under the Criminal Code (Sections 186 and 189) may have to be decided by the police on the basis of evidence available and the particular circumstances of the case.

In many instances the worker may have to give evidence as to what he saw, heard and did but the actual prosecution of the case should be handled by the police with the full cooperation of the regional office.

In many instances no useful purpose can be gained by taking such action and the use of this section should be confined to cases where there is deliberate and conscious neglect.

These sections can be used very constructively to bring home to the parents the seriousness of their actions and conduct. In many instances a suspended sentence, fine or the placing of the parent on probation can be recommended to the court rather than imprisonment so that efforts can be made to help the parent be able to care for his or her child(ren). Rehabilitation of the parent toward the return of the child is of little value if the parent is in prison and the child is in a foster home or institution.

O. Cancellation of Wardship

Section 33 (3) of the Child Welfare Act makes provision for the cancellation of temporary or permanent wardship by order-in-council. Central Office prepares a recommendation for an order-in-council for the Minister at the first of each month to cancel wardship for children returned to the parents, or who have married or have become independent and self supporting. If a regional office supervisor is of the opinion that wardship should be cancelled by this method, a

PROTECTION

O. Cancellation of Wardship (continued)

full report should be submitted to the Director of Child Welfare, and if approved, the necessary order-in-council will be requested.

In most circumstances, temporary wardship should be cancelled by application to a judge under Section 25 (2). Temporary wardship automatically expires when the child reaches his 18th birthday.

When a ward (temporary or permanent) is found to be delinquent and is committed to the care of Juvenile Offenders Branch, the guardianship of the Director of Child Welfare is not cancelled or invalidated. A dual guardianship exists. The temporary or permanent ward continues to be a ward of the Crown and under the care and custody of the Director of Child Welfare even though he or she may also be under the care and custody of the Juvenile Offenders Branch. When a ward is committed to the care of the Juvenile Offenders Branch, that Branch will assume full responsibility for the care and maintenance of the ward until he or she is again returned to the care and custody of the Director of Child Welfare. Workers should realize that when a child is committed to the Juvenile Offenders Branch there is a 60-40 charge back to the municipality who may in turn try to collect from the parent. This happens even when the child may have been a ward of the Crown for ten years and the parents have not had any financial responsibility during this time. There could also be a dual maintenance order, one payable to our Department and one to the Juvenile Offenders Branch. Therefore, it is the policy of this Department not to require the parent to submit payments under Section 24 of the Child Welfare Act when the child is under committal to the Juvenile Offender Branch.

P. Determination of a Child's Religion

When a child is committed to care as a ward of the Crown, the worker presenting the case to court must carefully clarify in court the religion of the parent or parents of the child (Section 18 (3)). The court does not determine the religion of the child. The determination of the religion of the child for the purposes of placement rests with the Child Welfare Commission, (C. W. Act Section 34 (6)). The court only ascertains the facts, one of which may be in what religion the parents wish the child to be raised. The marital status of the parents has considerable bearing on the religion of the child. When the parents are being examined in court to obtain the other vital statistics, e.g. age, racial origin etc., the worker must be careful to clarify whether they are married, divorced or separated, or whether the mother is single and living common-law.

The following procedure should be followed in Court:

(1) If the parents of the child are not married to each other, the child will generally take the religion of the mother. The mother should be questioned as to whether she has any religious affiliation, whether she practices her religion, and whether she has a preference as to the religion in which her child is to be raised. The mother's request as to the religious faith (not denomination) in which she wishes her child to be raised should be obtained in writing and brought out in verbal testimony in the court. If the mother belongs to no religious faith and has no preference as to the faith in which her child is to be raised, this should be

P. Determination of a Child's Religion (continued)

brought out in the court and in the written statement of the parent. If the mother wishes to have her child raised in a faith different from her own, this should be clearly stated. If the child is an older child, the faith in which he has been baptized, and the religious faith which he or she has practiced up to the time of committal will be of assistance in deciding in what type of home the child will be placed.

(2) In the case of a child born in wedlock, the practice in the past has been that the child generally took the religion of the father. Where both parents are of the same religious faith and the child has been raised in the same faith every effort will be made to place the child in a foster home of the same faith. If the parents are of different faiths, generally the child will be raised in the faith in which he has been brought up, which in many instances will be the faith of the mother. If the parent or parents having custody of the child at the time of apprehension have practiced no religious faith, have not raised the child in any particular religious faith or have no particular interest or preference in raising a child in any particular faith, this fact should be brought out in the court proceedings and a written statement to this effect obtained. If the parent or parents wish the child to be raised in a faith different from their own, this should be brought out as well. The wishes and desires of the older child as to what faith he wishes to practice should be considered.

Workers should clearly understand the implications of the new Child Welfare Act and the flexibility permitted in the matter of placement of a child in a foster home (Section 34, Subsections 6 & 8).

(3) Where it is not possible for the court to ascertain the religion of the parents and their intent and wishes in respect to the religious training of their child, the court will indicate on the court order that the parents have "no religion" or "no preference" or the information is "unknown", and the decision as to what type of foster home or institution the child will be placed in will rest entirely with the Child Welfare Commission.

Q. Religious Aspects of Foster Home Placement and Adoption Home Placement

When a child is a temporary ward and is placed in a foster home or institution, the provisions of Subsection 6 and 8 of Section 34 indicate the basis under which such placements are made.

If the child is a permanent ward or is a temporary ward and is likely to become a permanent ward, the Department's intent at the time of placement decides the procedure to be followed. If the child is placed on a foster home basis and the foster parents are paid for the child's care, the intention at the time of placement was not for the purposes of adoption. If the foster parents subsequently apply to adopt the child when he or she becomes a permanent ward, the provisions of Section 34 (7) do not apply. However, if the foster parents do not want to adopt the child and the child is placed from the foster home into an adoption home when he becomes a permanent ward, Section 34 (7) must be adhered to and the Minister's certificate obtained before a child may be placed for adoption in a home of different religious

PROTECTION

Q. Religious Aspects of Foster Home Placement and Adoption Home Placement (cont.)

faith. A year must have elapsed before this certificate may be requested.

R. Placement Procedures to be followed when a Child is made a Temporary Ward

Planning for the child's placement begins the moment that apprehension is considered. The decision as to whether the child should or can be placed out of their own home must involve planning and discussing placements with the parent or parents and the child, if he is old enough. Placements planned only at the time of committal defeat the purpose of the Department's protective service.

The regional office worker apprehending the child is responsible for finding a suitable foster home placement for the child. During the transition period when some children will continue to be apprehended by municipalities, it may be difficult to encourage the municipality to plan the initial placement of the child in a home which can continue to be the child's foster home after committal, but it is essential in order that the regional office worker can assume supervision at the time of committal without disruption or change for the child. This will necessitate close liason and cooperation between the regional office and the municipality in making available and selecting the right foster home, when apprehension is being planned.

In Edmonton and Calgary where the two municipal welfare departments will supervise temporary wards for some time it is anticipated that the same practice will be followed in the initial placement of the child. In instances where either of these cities transfer supervision or arrange to transfer supervision of the child at the time of committal, it is essential that the child be able to continue in the same home.

It is desirable to keep children who have been made temporary wards in the same regional office area in order to facilitate contact between them and their parents and so that the worker who apprehended the children can continue to work with them and their parents towards re-uniting them as a family.

In summary, regional offices are responsible for finding foster homes for the children they apprehend and for which they apply to the court for wardship. If a foster home placement is not available in the same area as the parents or a specialized institutional foster home placement is required in another regional office area, Central Office should be contacted to assist in locating such a special placement. A social history (2 copies) shall be immediately prepared and forwarded to Central Office when such a request is made. Central Office may instruct one Regional Office to contact another regional office direct because of the existence of foster homes or institutions in that area and in this event the social history is sent directly to the other regional office.

Placement Information Slips must be completed the day the child is placed, even if it is only for overnight. This is essential for the payment of board and clothing accounts, application for family allowance, etc. If the child is admitted to the hospital or the child is committed to care while he is still in the hospital, it is still essential to complete placement information slips immediately.

PROTECTION

R. Placement Procedures to be followed when a Child is made a Temporary Ward (con't)

The child should be provided with whatever clothing is immediately necessary. Clothing for the initial outfitting of the child should be made by Requisition (DPC 9) and the clothing list in Appendix E - Page 1 shall be followed closely. The worker must control clothing orders to reasonable items and prices. After the initial issue, requisitions should not be used except in very special cases. The cash clothing allowance is adequate to cover the normal needs of the child.

The child shall receive a complete medical examination within 48 hours after coming into care and have a dental examination within one month after coming into care. No child may be admitted to an institution without a medical examination.

If the child is being moved either within a region or into another region, his school report and school transfer must be obtained from the school he has been attending and must accompany him to the new foster home or institution. Text books and school supplies must accompany the child or be arranged for immediately after the transfer so that the child can continue his or her schooling without interruption (See C. W. 4 Page 15).

If the child is moved within the region or into another region, he must have a record of immunization for Central Office and Regional Office records for transfer to the local public health office. If the child has not been immunized against diptheria, tetanus, whooping cough and polio and vaccinated for small pox, immediate arrangements should be made with the local medical health officer for such to be provided.

Each temporary ward card DPW 87 in the worker's records must be Brought Forward for at least one month prior to the termination of wardship to ensure (1) if wardship is to be extended, it is extended before wardship lapses; (2) if the child is to be returned to his parents, arrangements are made for wardship cancellation; (3) if the child has reached 18 years of age, arrangements are made for the continuation of school through social assistance or social allowance, etc.

S. Permanent Wardship

An order of permanent wardship may only be granted by a District Court Judge under Section 26 of the Child Welfare Act. Permanent wardship cannot be granted by a juvenile court judge.

An application for permanent wardship is made only when there appears to be no possible rehabilitation of the family as a unit. When the child is made a permanent ward by the District Court, he or she becomes available for adoption. For this reason the seriousness of permanent wardship cannot be over-emphasized.

The regional office worker making the application for permanent wardship and representing the Director of Child Welfare should keep this in mind at all times during the hearing, and if it appears the parents are not aware of this fact, it must be clearly brought out in the hearing in order that the parents full understand the implications of the action.

PROTECTION

S. Permanent Wardship (continued)

When a child is made a permanent ward of the Crown, the Director of Child Welfare becomes the sole legal guardian of the child, C. W. Act Section 33 (1). After the child becomes a permanent ward of the Crown the consent of the Director of Child Welfare is all that is required to place the child for adoption (C. W. Act Section 52).

It is vitally important that the parent or parents be encouraged and assisted to attend the permanent wardship hearing, as it may later become necessary to ensure their attendance through issuance of a subpoena causing delay in planning through adjournment. The parent or parents may be voluntarily relinquishing their child or they may have no interest in him, but it is to their benefit to be present when action such as this is taken to permanently sever their rights as parents. Workers should not take the attitude that it is simpler, less likely to be complicating and not necessary for the parents to be present if they do not want to be. If the parents cannot, or will not, attend even if they have been notified of the time and place of the hearing, their consent to permanent wardship and adoption (DPW 70) should be obtained and the implications of the forms carefully explained. At least to this extent, the parents should participate in the planning for the future care of the child. If the parents of the child are not married, the consent form needs to be signed by the mother only.

Only a solicitor acting on behalf of the Department may present the case to the District Court. A worker or regional office supervisor may not do so.

(a) Procedure to be Followed in Bringing Cases to District Court for Permenent Wardship

A summary of the case shall be sent to the Director of Child Welfare requesting authority to apply to the District Court for an order of permanent wardship. The summary should include all the pertinent facts of the case and the reasons permanent wardship is indicated. It is particularly important that a resume be given of the efforts taken to rehabilitate the parents, the resources used and the casework services provided to the parents in the worker's attempts to make it possible for the parents to care for the child.

If, in the opinion of the Director, there is no alternative to permanent wardship, a letter of authority C. W. -A 36 will be issued (in triplicate) to the worker approving his decision to take the case to District Court.

The worker will obtain a court date from the solicitor handling the case who will obtain such a date after consultation with the Clerk of the Court. The worker shall then complete the following exhibits:

(1) Certified copy of birth registration
(2) Letter of authority from Director of Child Welfare
(3) Copy or copies of court order if the child is a temporary ward
(4) Mother's consent (if obtainable)
(5) Father's consent (if obtainable)

The worker will file the Notice of Motion and Affadivit with the Clerk of

PROTECTION

S. Permanent Wardship (continued)

(a) Procedures to be Followed in Bringing Cases to District Court for Permanent Wardship (continued)

the Court. The Clerk of the Court will stamp all the notices of Motion, which the worker will then serve on the parent or parents and the Director of Child Welfare.

The worker should note that: Contrary to the usual District Court procedure, on an application for permanent wardship under Section 26 of the Child Welfare Act, a copy of any affidavit or other material to be used in support of the application shall not be served upon the parent or guardian of the child (Child Welfare Act Section (19) (3)).

Notices of Motion, DPW 69 must be served personally on the parents, either by the worker supervising the children or the regional office worker in the region in which the parents reside. This may also include the legal husband of a woman, who has given birth to a child out of wedlock. The worker serving the Notice of Motion will swear out an Affidavit of Service, DPW 530 for presentation to the court. The District Court in most instances requires ten full days notice of the time of the District court hearing to be given to the parents or guardian. Rules for substituted service or for waiving service are similar to those followed in juvenile court under Section 19 of the Child Welfare Act.

The worker shall prepare a concise summary, which will be used by the solicitor in his presentation. Attached to the summary should be a list of affadivits that were entered at the time of the filing of the Notice of Motion with the Clerk of the Court, and a list of affadivits that are attached to the summary. Consents and other documents may not be obtainable until after the filing of the Notice of Motion. Documents obtained after the filing should be filed at a later date. The summary and other documents must be in the hands of the regional office supervisor six days in advance of the hearing. The regional office supervisor will then make certain the necessary documents are in the hands of the solicitor five days in advance of the hearing. In all cases, and particularly if the case is being contested, the solicitor will want to discuss the case with the worker prior to the hearing. The regional office supervisor will act as a liaison between the worker, the solicitor and the district court.

On the day of the hearing, the worker will attend court and be ready to give evidence under oath. The worker must be thoroughly familiar with all the facts of the case, must know what evidence is available that is not hearsay and must know the contents of the notes made at the time of the original and any subsequent investigation.

(b) Application for Permanent Wardship of Illegitimate Children born to Married Women

When a married woman who has a child whose father is not her husband born to her during her marriage or a child born to her after her marriage has been dissolved but which could have been conceived during the period of time when her marriage existed (e.g. decree nisi) wishes to surrender the child to the Director of Child Welfare as a permanent ward for the purpose of adoption, a consent to permanent ward-

PROTECTION

S. Permanent Wardship (continued)

(b) Application for Permanent Wardship of Illegitimate Children born to Married Women (continued)

ship and adoption (DPW 70) is taken from the mother.

Proceedings are then taken by way of Notice of Motion and a copy of the Notice is served upon the husband. If the husband has not been previously involved, at the time the Notice of Motion is served upon him, a request is made to him to complete the consent (DPW 70).

If consent is obtained from the husband, the matter is proceeded with in District Court upon the basis that parents are each consenting to the action.

If the husband is served but does not consent, the application is generally proceeded with upon the affidavit obtained from the mother setting out the particulars of the separation from the husband and the particulars of the conception. The husband, of course, has an opportunity to be heard in the proceedings. From experience most district court judges will grant an order upon the affidavit of the mother and upon the information contained in the application for registration of live birth which states that the parents of the child are not married to each other and which generally has the particulars of the father uncompleted.

Where the husband cannot be contacted and his whereabouts are unknown and thus cannot be served, an affidavit is usually furnished by the mother setting out the particulars of the separation, the conception, and the evidence which would satisfy the court that she does not know of the whereabouts of her husband. In addition to this there must be some other material filed by way of affidavit of the social worker setting out the steps that were taken to ascertain the whereabouts of the husband and that such efforts to locate him had failed. The order of wardship is usually granted, with the order based upon the material filed and evidence presented.

(c) Order of Permanent Wardship

The solicitor presenting the case for the department will complete the Order of Permanent Wardship committing the child to the care and custody of the Director as a permanent ward of the Crown. He must make at least five copies, 2 of which must be certified. The copies of the order will be distributed by the regional office as follows:

(1) one certified copy to the Director of Child Welfare
(2) one copy for the regional office file
(3) one copy to each of the parents or guardians
(4) 2nd certified copy utilized as an exhibit when serving the parents.

After the thirty day appeal period has lapsed, the child or children made permanent wards by the district court may be placed for adoption. If there is an appeal, the same procedure as for temporary wards is to be followed. This is outlined in Section 27. In permanent wardship, the thirty day appeal period is effective thirty days after the court order has been filed with the Clerk of the Court.

PROTECTION

S. Permanent Wardship (continued)

(d) Decisions that May be Made in District Court

If the District Court Judge is not satisfied with the evidence and documents presented he may, (1) adjourn the case for evidence and material to be submitted to him, (2) extend the period of temporary wardship and not make the child a permanent ward, (3) dismiss the case and return the child to the care and custody of the parent or parents, (4) return the child or children to the parents under supervision. He has the authority to make any order that a juvenile court judge may make (C. W. Act Section 26 (3)).

(e) Solicitors Fees

Accounts for the payment of solicitors' fees for permanent wardship cases are to be submitted on the basis of a fee schedule followed throughout the province and are to be submitted directly to Central Office who will forward them to the Attorney General's Department for approval.

(f) Cancellation of Permanent Wardship

After the appeal period of thirty days has lapsed the only way that a permanent wardship order may be cancelled is by Order-in-Council, by the ward reaching the age of 21 years, by adoption or death.

Unless wardship is cancelled as above, wardship continues until the ward reaches twenty-one years of age. (e.g. a ward 20 years of age wishing to marry requires the written approval of the Director of Child Welfare). When a ward over 18 years of age becomes self-supporting and independent, application should be made to the Director of Child Welfare for cancellation of wardship by Order-in-Council, rather than allowing the wardship to continue unnecessarily. Until wardship is cancelled, the regional office must continue to supervise the boy or girl and submit regular progress reports as for any other child in care.

When wardship is cancelled for wards over eighteen years of age, the worker supervising the young man or woman should write him or her a letter advising the date that wardship has been cancelled and wishing him well in his or her future endeavours.

Cancellation of permanent wardship on children under eighteen should not be requested unless the children have been returned to the parents. Enlistment in the armed forces, commitment to jail or being difficult or impossible to supervise are not in themselves valid reasons to request cancellation. If permanent wards are returned to the parents and wardship is cancelled by order-in-council, the social worker should advise the parents of the exact date on which wardship was cancelled.

Whenever wardship is cancelled the worker must advise Central Office of the disposition of the Family Allowance held in trust, complete placement slips showing date of cancellation, obtain the medical card from the foster mother of the ward and destroy it, and mail the ward card and file to Central Office.

PROTECTION

T. Apprehension and Committal of Mentally Defective Children

The major responsibility for the care of mentally defective children who constitute a problem in the home and community is that of the Department of Health, Mental Health Service Division. The channel of communication is through the Child Guidance Clinics. Generally, for those children who are born with gross physical abnormalities (e.g. hydrocephalic, microcephalic) and where the parents are willing to co-operate in the child's admission to the Alberta School Hospital Red Deer, the regional office worker need not become involved except at times it may be desirable to help the parents arrange for the examination of the child by the Guidance Clinic. The Health Department is also prepared to co-operate in the admission of a mentally defective child that requires medical, surgical, or care that makes it impossible for the parents to care for him. The child's mental retardation is not sufficient in itself to require his institutionalization.

The main group of defective children for which the regional offices will receive requests from doctors, parents and hospitals to admit to care are the mongoloid children. Except in very few instances there is no reason why a mongoloid child cannot be cared for in his own home. As far as actual physical care is concerned, these children usually present no problem different from any other infant.

Where it appears a mongoloid child cannot be cared for by the parents, a special screening process has been arranged with the Department of Health which will operate as follows:

The parents of the child are referred immediately to the Guidance Clinic for (1) an assessment of the child's mental and physical condition, (2) an assessment of the natural parents, both mother and father, as to their capacity to understand the child's condition and their attitude and ability for the care and training of the child in the home.

It is the regional office's responsibility to provide the Guidance Clinic with a report on the actual home conditions, including an assessment of the parents' financial ability to care for the child both in the home or, if the child is placed, in a foster home or institution.

The regional office report and the report of the Guidance Clinic will be examined by a committee set up by the Director of Child Welfare and the Director of Mental Health Services and, if it is determined that the child cannot or should not be cared for in his own home, the regional office will be advised whether arrangements can be made for admission to the Alberta School Hospital or whether the child should be admitted to care.

In many instances, especially in those cases where the parents can find alternative care themselves, the main problem will be a financial one. If the parents' financial circumstances are limited then financial assistance through the Social Allowance Guardian program can meet the needs of the parents.

In some cases non-ward care will have to be used particularly in cases where the parents' income makes them ineligible for assistance. Non-ward care ensures a regular review of the case with somewhat closer supervision by the worker. It will allow the parent to contribute according to his ability to pay and will ensure the

PROTECTION

T. Apprehension and Committal of Mentally Defective Children (continued)

continuous involvement between the parents and the child.

In cases where there is neglect the same procedures as for the normal child apply. A mentally defective child is not a neglected child purely because he is mentally defective. A mentally defective child should be apprehended only when neglect as defined in Section 14(e) of The Child Welfare Act can be proven. The criterion to be followed might be "would the child have been apprehended if the child was not a mental defective?"

Parents abandoning their mentally defective children in hospitals "to force the welfare to take them over", often on the advice of their doctor, friend or other social agency should clearly understand that if they do so they are liable for prosecution under Sections 40 and 41 of The Child Welfare Act.

The three year limitation on temporary ward care and the one year limitation on non-ward care make it essential that close and regular involvement of the parents be maintained, so that when the period of care permissible expires an alternative type of care is available and operable.

U. Apprehension and Committal of Children with Indian Status

Most apprehensions of children of Indian status present unique and different situations, which are of cultural and financial nature rather than the usual neglect conditions that lead to committal of children to care in the white community. Living accommodation, standard of living, financial income and cultural components make it impossible to apply the same criteria for neglect to the Indian home as to the non-Indian home.

Under the present conditions of divided jurisdiction, the procedure is as follows:

1. The initial reporting of a neglect situation requiring any action under the provisions of The Child Welfare Act is the responsibility of the Assistant Indian Agent and/or the Band Welfare Aide. Should the report come from any other source, these persons must be involved.

2. On being informed of the neglect situation, the regional office worker will consult with the Assistant Indian Agent, the Band Welfare Aide, the Band Council and, if possible, the local R.CM.P. Detachment to determine (a) whether anything can be done to alleviate the situation or (b) whether authoritative action is necessary. Financial assistance through the Band or a temporary private placement following the Indian cultural pattern in the home of friends, neighbors, or relatives may make apprehension unnecessary.

3. If, after the situation has been reviewed and discussed with the Regional Office Administrator, apprehension is considered necessary, the worker should normally contact the Child Welfare Protection Section in Central Office. In emergent cases, the R.C.M.P. may apprehend immediately. In an extreme crisis situation when the child's life may be endangered, the worker with standing authority to apprehend may do so, with Central Office being advised at once.

PROTECTION

U. Apprehension and Committal of Children with Indian Status (continued)

4. On receipt of the report from the regional office, Central Office will contact "K" Division, R.C.M.P., if the local detachment is reluctant to undertake the responsibility of apprehension without direction from the Division.

5. It is the responsibility of the regional office worker to arrange for the placement of the apprehended child. He will also prepare a social history, obtain birth verification and other necessary evidence for the court hearing. He will co-operate with the R.C.M.P., where needed, by interviewing witnesses, giving evidence, etc.

6. The R.C.M.P. are responsible for completing the Notice of Investigation, serving these Notices on the parent(s) and conducting the actual case in court.

7. If there has been deliberate neglect by the parents and the regional office wishes a charge laid under Section 40 or 41 of The Child Welfare Act, the worker should communicate with Central Office, which will then arrange for action through "K" Division, R. C. M. P.

Where there is a crisis situation, the various steps shall be made through telephone contact.

Apprehension of Treaty Indian children found to be neglected in a municipality off the reservation is the responsibility of the regional office. In northern areas not services by the Department it is the responsibility of the R.C.M.P. to initiate and carry through any responsibilities normally assumed by the Department.

V. Runaways - Returns and Interprovincial Repatriation

If the runaway child is a ward of the Crown, it is the responsibility of the regional office to make arrangements for his care, which could include temporary placement unless the child is to be returned immediately to his former foster home or institution. As soon as possible after the child is located, the regional office shall advise Central Office and the former regional office of the child's return to Departmental care. If the ward has been reported to the police as a missing juvenile, the police must also be immediately advised of the child's return.

If a runaway child, who is not a ward and apparently not neglected or delinquent and with provincial residence, is picked up by the R.C.M.P., he will be returned to his parents through R.C.M.P. resources whenever possible. If the R.C.M.P. cannot recover the costs of transportation, etc., from the parents, a claim for reimbursement will be made to this Department, together with a report concerning the child and the parents' apparent ability or inability to pay. In instances of this nature, the Department

PROTECTION

V. Runaways - Returns and Interprovincial Repatriations (continued)

is responsible for payment to the RCMP and for procuring reimbursement from the parents.

All cases requiring repatriation of children to another province should be referred directly to Central Office. This referral should contain the child's proper name, birthdate or age, parents' names in full complete home address and the home telephone number, if possible. The circumstances surrounding the child should be briefly but precisely explained. Should repatriation to Ontario be requested, the worker should endeavour to obtain the home county and the parents' religion. The religion the child is also helpful when requesting repatriation to the Province of Quebec, Vancouver, B. C. or any other place where there is a Catholic agency. Should the child be a ward of another province, this, of course, should be noted, as well as the supervising agency.

Arrangements for repatriation will be made as quickly as possible, but the worker may have to obtain temporary accommodation for the child until he can be returned to his family or welfare department. If it becomes necessary to apprehend a child awaiting repatriation, the worker will bring the case before a judge and ask for an adjournment. When repatriation arrangements are completed, the worker should withdraw the case from court without completing the committal.

If "K" Division in Edmonton or a sub-division of the RCMP has been contacted directly by radio or telephone by a detachment, sub-division or division in another province to repatriate a child, they may repatriate the child without involving the Department. However, if they wish any involvement by this Department, they must work through the provincial welfare department in the province in which the child has been located. The regional office may not act on any direct requests from the RCMP to repatriate a child, but must refer the RCMP to the appropriate welfare department.

The regional offices are not responsible for the repatriation or return of runaways who (1) are to be brought back to face charges for some delinquent or criminal act in this or another province, (2) have escaped from a correctional institution or (3) are the responsibility of the Juvenile Offenders Branch. The only exceptions to the above are where a judge orders the return of a child through this Department.

W. Custody Reports Requested by the Supreme Court

Requests from the Supreme Court for custody reports shall be forwarded directly to Central Office. Referrals from solicitors or other sources to regional offices should be refused and referred by the regional office to Central Office. No information should be given by the regional office directly to counsel or court.

On receiving the request for a custody report for Supreme Court, Central Office will ask the worker to prepare a report in quadruplicate on plain paper, without showing the worker's name. This report is submitted to Central Office with a covering memorandum. Though the worker's name is not given to the Clerk of the Court when the report is forwarded, the worker must refrain from reporting any matter which could not be given in evidence should the Court insist upon the worker giving evidence. Should a worker at any time have a summons or subpoena served on him requiring his attendance at court to give evidence on such matters, he must immediately inform Central Office by telephone or teletype. In this regard, the worker's attention is drawn to the extract from the Alberta Evidence Act contained in the Policy Manual, Administration 5, pages 2 and 3.

The success of the study and the evaluation of the home will depend largely

PROTECTION

W. Custody Reports Requested by Supreme Court (continued)

on the open-mindedness of the worker, his own flexibility, his feeling for people, his training in observation and his knowledge of human nature. Above all it is important to recognize that social workers have blind spots, special likes and dislikes based on past experiences and, therefore, successful objectives evaluation of each home is dependent upon the worker's ability to know himself, to free his mind of preconceived ideas, notions and feelings about people generally and consider each home as freely as possible.

The report must show whether the home or homes being investigated is or are suitable for the child or children that may by the order of the Court be placed in a particular home. The worker should strive to determine the real motives of a parent seeking the custody of a child.

In making a report on the custody of a child the general format that should be used is the foster home investigation outline (appendix "G").

X. Immigration Cases

Applications by residents of Alberta to bring immigrant children to Canada, unaccompanied by their parents to live with relatives or friends are referred by the Canadian Immigration Department to the Child Welfare Branch, Central Office.

In preparing the report on the prospective home for the immigrant child the function of the social worker is to evaluate the home to which the child is coming much as he would a prospective foster home. It should be noted that it is not merely a matter of determining financial ability to support the child. In most cases the immigration authorities already have this information. The purpose of the report is to establish that the home and persons in it are capable of providing a suitable environment and upbringing for the child. Where an older child is concerned, the worker should watch for indications of exploitation and cheap labour practices.

Reports on these cases should be submitted to Central Office in quadruplicate. (See Child Welfare Act, Section 44 for requirements for the immigrant child)

Y. Non-Ward Care

(a) The Functions, Uses and Limitations of Non-Ward Care

Non-ward care is the term used to describe care for children to be provided under Section 35 of the Child Welfare Act.

Non-ward care is to be used only where short term temporary care is provided for children apart from the home and family. Wherever possible Social Allowance, ADC, should be used rather than non-ward care when the children are being cared for by relatives. In many instances rather than using non-ward care the immediate placement crisis can be solved by placing a homemaker in the home. The children can then continue to live in their own home and attend their regular school. Non-ward care is designed primarily to provide care for children where there is no element of neglect,✓ where the parents or parent are interested in and willing to provide care for their

PROTECTION

V. Non-Ward Care (continued)

(a) The Functions, Uses and Limitations of Non-Ward Care (continued)

own children but, because of an emergency situation, are unable to do so. Non-ward care is not a substitute for Social Assistance or Social Allowance. If the problem is a financial one, non-ward care should not be used to solve the financial problem e.g. pay for a child's care in an institution when the parents can not afford to pay the cost. Non-ward care should only be provided where the parent or parents are in full accord with the plan to use this type of care. An important aspect of non-ward care is that the parents will be able to and will want to keep in touch with their children. When the parents jointly have the care and custody of the child(ren), both must be involved in planning and share in signing the agreement.

Non-ward care may be used effectively to provide temporary care for the infant of an unmarried mother when she is undecided concerning possible surrender or needs time to make adequate plans to re-establish herself and assume full care and custody of the child. Care should be exercised, however, that the unmarried mother does not use this service to avoid making a final decision, as delay in doing so could have detrimental effects on herself and the child.

Regardless of circumstances initiating non-ward care it is expected that the parent will keep in close contact with both the child and the social worker. If the parent is not willing to reside in the area and abide by the terms, non-ward care should not be undertaken. This care is never used when the parent(s) are out of the province or plan to leave the province. Non-ward care under Section 35 of the Child Welfare Act can only be provided by the regional offices of the Department of Public Welfare, and the city of Calgary and Edmonton Children's Aid sections during the interim period. No other municipal welfare worker can authorize such care.

Under the non-ward care program the Director of Child Welfare assumes custody of the child, not guardianship, and the parents or the Director have the right to terminate the agreement for care at any time. In other words when and if the parent(s) want the child(ren) back, it is their right to have them. The parents enter into an agreement whereby the Director agrees to provide temporary care and whatever emergency medical, surgical, and hospital care a child requires. If a child requires a major surgical operation, becomes critically ill, wishes to be married, leave school etc., the social worker supervising the case must consult with the child's natural parent or parents.

Non-ward care except for special cases specifically authorized by the Director of Child Welfare is not to be used for the delinquent, the mentally defective, (except in special instances shown on page 28) or the emotionally disturbed child requiring lengthy and extensive treatment. These are areas where the situation is not usually of temporary nature, and should be evaluated on a protection basis. Non-ward care should not be used in cases where potential neglect exists or in cases where there is insufficient evidence to gain temporary wardship through the courts but where the removal of the child from the home is desirable.

(b) The Plan for Care

If it appears that non-ward care would benefit the child, the social worker

PROTECTION

V. Non-Ward Care (continued)

(b) The Plan for Care (continued)

must carefully work out with the parent or parents the plan for the care of the children, and the length of time for which the child will be cared. It should be noted that the principal responsibility of maintenance rests with the parent during this period. The Department will assume only that part of the maintenance of the child which the parent is unable to pay.

The arrangements re clothing, medical and hospital care and the turning over of the Family Allowance for the benefit of the children must be carefully discussed with the parent. When the worker is satisfied that the parent or parents are in agreement and fully prepared to cooperate with the plan for the care of the child or children, the worker should complete three copies of the Agreement and two copies of the Notification of the Child coming into Care Form.

Three copies of the agreement are completed and signed by the parent or parents, if both are living, with the social worker signing as witness on each copy. Social workers should pay particular attention to crossing out the irrelevant sections and completing each part of the agreement and filling in all the spaces.

As all three copies of the Agreement must be signed by the Director of Child Welfare, Central Office, all three copies must be forwarded immediately. One copy of Notification must accompany this. One copy will be retained on the Central Office file and two copies will be returned to the regional or municipal office (i.e. Calgary or Edmonton). One of these copies will be retained on the regional office of city welfare office file and one copy will be given to the parent or parents signing the agreement.

If it is believed this is not properly a non-ward case, the agreement with instructions and comments will be returned to the forwarding office. Regional Offices or municipal welfare workers will be able to provide care for the children from the time of the signing of the agreement but shall inform the parent or parents that the terms of the agreement must be accepted and approved by Central Office. It may be necessary to apprehend the children as neglected children if Central Office is of the opinion that the case should be brought before the court. If, at the end of the six months, the parents wish a further extension of six months or a lesser period, the worker shall complete another agreement. This is forwarded in three copies, accompanied by a concise statement of the circumstances and reasons why an extension of care would be beneficial, to the Director of Child Welfare for signature as before.

If the parent wishes to terminate the agreement at any time, Central Office and the office supervising the child should be advised in advance by a written request of the parent. If, upon, the lapsing or termination of an agreement, the supervising worker is concerned as to whether the child may receive adequate care in the custody of the parent, the worker shall either retain the family as a unit on his caseload on a protective basis or, in the case of Calgary or Edmonton, refer it to the appropriate agency. Should the family move to another region, a referral should also be completed. In all instances a report of the worker's concern shall be forwarded to Central Office.

PROTECTION

Y. Non-Ward Care (continued)

(b) The Plan for Care (continued)

If Central Office or the regional or municipal welfare office wish to terminate the Agreement, such notification will be given to the parent(s) by Registered Letter and the children either returned to the parents or apprehended as neglected children as provided by Section 15 of the Child Welfare Act. If the parents financial circumstances change drastically, a new agreement should be completed and the old one terminated.

(c) Placement Information Slips

Immediately a child or children are taken into non-ward care, placement information slips must be completed. When the children are returned to the parents, moved to another foster home or institution or a further period of care is provided, new placement slips shall be completed. This is absolutely necessary for Family Allowance and Accounting purposes. On the placement information slips the length of the period of care proposed in the agreement and the date the agreement is effective, must be clearly indicated.

(d) Contributions of the Parent Towards the Maintenance of the Children

Workers should carefully explore with the parent or parents the amount of maintenance they are capable of assuming. The amount decided upon should be within the parents' ability to pay and must not exceed the current rate paid by the Government for foster home care. The parent or parents should understand that failures to pay the agreed amount may result in the termination of the agreement.

All cheques shall be made payable on the first of each month to the Provincial Treasurer, Department of Public Welfare. In the two municipalities providing non-ward care payment may be made to the municipality, accounted and deducted from the monthly claims for reimbursement or it can be made payable to Central Office directly.

Workers should be aware that they are responsible to ensure that the parent abides by the terms of the agreement. The worker must not close a non-ward care file until he is sure that payment in full has been made in compliance with the terms of the Agreement. However, if the worker feels that, following the lapsing of the agreement, payment of arrears would be detrimental to the parents or child, a full report of these circumstances and the worker's recommendations should be submitted to Central Office for consideration.

(e) Clothing

In very few instances will it be necessary to completely equip children with clothing when they come into non-ward care. Usually they should have sufficient clothing to carry them over the period of temporary care. If clothing is necessary, only the basic necessities should be provided and this by requisition only. Boarding home mothers and institutions should be instructed not to claim clothing allowance for these children.

PROTECTION

Y. Non-Ward Care (continued)

(f) Medical Care

No medical card is provided to a child on non-ward care. Each child coming into care should receive a complete physical examination. During the period of care only emergency medical, dental and surgical services should be provided. All accounts for such care shall be submitted to Central Office in the same manner as accounts for wards who are not on medical cards. The parent or parents should be consulted in all plans for medical and hospital care. If a non-ward becomes seriously ill, the parent or parents must be notified immediately. If the parent or parents have the child or children registered under MSI or other medical insurance program, the parents should arrange for this coverage to continue for the period the child is in care.

(g) Placement of Children

Children in non-ward care should be placed in approved foster homes or institutions on the same basis as any ward. Workers should make it quite clear to the foster parents the difference between non-ward care in respect to the responsibility of the parents.

Boarding homes and institutions will submit accounts at the end of each month in the same manner as they would for temporary or permanent wards and at the same rates irrespective of the amount of the parents' contribution. Clothing allowances will not be claimed on the board accounts. School transfers must be obtained on admission and discharge.

(h) Discharge of the Child

When the child is discharged from care, the natural parent or parents should be given full information concerning the child's adjustment in foster care and any pertinent medical information, behaviour patterns and routines. The non-ward care agreement is automatically terminated on the day the child is returned to the custody of the parents. There is no trial period or probationary period. The non-ward care agreement is also automatically terminated when the child reaches the age of 18 years, enters a provincial institution (e.g. Alberta School Hospital, Red Deer, Bowden or the Alberta Hospital at Ponoka), marries or dies. The parent or parents should be asked to sign a release when the child is returned.

CHILD WELFARE 2

WARDSHIP BY SURRENDER AND INDENTURE

A. General Information

In Alberta a child may become a permanent ward of the Crown by two methods: (1) Court Action, or (2) Surrender and Indenture. The two methods are designed to meet two different types of situatons.

Juvenile court action is used in cases where it is important to establish a state of neglect through evidence presented in court or is used in those cases where there would be some question as to the validity of acceptability of the Surrender and Indenture documents.

The fundamental purpose of the Surrender and Indenture procedure is to provide the means whereby an unmarried mother can legally surrender her child for adoption without having to go to court. The Surrender and Indenture procedure may be used by mothers of the following legal status to permanently relinquish their children:

(a) An unmarried mother of any age who has given birth to a child out of wedlock.

(b) A legally divorced woman who can produce a copy of her divorce papers and who has been living apart from her husband for at least one year.

(c) A widow.

Exceptions to these general categories and other instances in which Surrender and Indenture forms may or may not be used are:

(i) If the unmarried mother has a language problem and there is some doubt about her fully understanding the importance of the surrender papers, the case should be referred to court. A qualified interpreter should be obtained.

(ii) If the unmarried mother is mentally deficient to the degree that the surrender has little meaning, court action is necessary. However, an illiterate person who understands and can communicate intelligently may complete the surrender papers, signing with an "X", properly defined ("her mark", and witnessed. (See Instructions to Notaries, Commissioners for Oaths, Magistrates and Justices of the Peace.) Care must be taken in determining her grasp of the intent of the documents, however.

(iii) If the unmarried mother is a Government ward, court action should be taken except in exceptional cases (see Child Welfare 2- F)

The legal authority for the taking of Surrender and Indenture papers is found in Section 30 of the Child Welfare Act. Section 32 and its implications as to the effect of such guardianship must be quite clear to the worker and the parent or parents signing the surrender papers.

Both methods of having a child or children made wards of the government are equally secure legally but since the taking of Surrender and Indenture papers is a less formal process than a court hearing, great care must be exercised when completing the

WARDSHIP BY SURRENDER AND INDENTURE

A. General Information (continued)

forms with the unmarried mothers involved to make certain that they realize the legality and finality of their action. Each unmarried mother must be made to understand very clearly that once her application to surrender her child is approved by the Director of Child Welfare, she loses all legal rights of both custody and guardianship. There is no waiting or appeal period during which she may change her mind and regain custody of the child.

If there is any indecision on the part of the mother or it appears that a great deal of pressure is being exerted by her family or the putative father to surrender the child against her will, the worker should not accept her surrender papers and shall wait until the mother has reached a valid decision and has firmly made up her mind that she wishes to relinquish the child. Most important, the worker should be satisfied that every feasible resource has been explored to help the mother keep her child, that she knows all the agencies who can help her; i.e., day care centres in the larger cities, and is fully aware that an adoption home cannot be promised or guaranteed for her child. No surrender should be taken from a mother who has any doubts in these areas. On the other hand, if the worker believes that a child will be grossly neglected or abused as a result of the mother's inability to make a decision or plan for her child, the worker may apprehend the child if he has the authority to do so, and if he does not, may request authority to do so from the Director of Child Welfare and bring the case before a juvenile court judge.

The Surrender and Indenture method of making a child a permanent ward is designed to assist those unmarried mothers who are sure of their decision to surrender their children and the main advantage is that it relieves them of the necessity of appearing in juvenile court for that purpose and then in district court. It is designed to meet a specific need and to serve a specific purpose.

The Child Welfare Act does not preclude any properly qualified person from completing these surrender forms but in actual practice only members of the staff of the Department of Public Welfare are authorized by the Director of Child Welfare to do so. If no regional office worker is available (i.e. on holidays, or for some unusual reason, the regional office worker cannot or should not take the Surrender), the Unit Supervisor in Edmonton or Calgary in charge of Unmarried Mothers' Services may, after consultation with the Director of Child Welfare, arrange for a worker from Edmonton or Calgary to take the surrender.

B. Application to Surrender a Child

(a) Surrender of a Child by a Mother over 18 years of Age

The Director of Child Welfare may investigate the circumstances surrounding the birth of any child born out of wedlock in Alberta (Child Welfare Act, Section 69). It is anticipated that as services develop and as doctors, hospitals and clergymen become better aware of the services of the Department of Public Welfare that are available to the unmarried mother in planning for herself and her child, referral will

WARDSHIP BY SURRENDER AND INDENTURE

B. Application to Surrender a Child (continued)

(a) Surrender of a Child by a Mother over 18 years of Age (continued)

be made to the regional office earlier in the pregnancy. In this way, social workers of the Department will be able to explore with the unmarried mother alternatives to her decision to surrender her child. It is hoped that the majority of unmarried mothers in this province will then receive guidance and help before admission to hospital. The Department is not interested only in the unmarried mother who wishes to surrender her child; it is interested in all unmarried mothers who need help and counselling whether they are keeping their children or not. The services of the Department are available whether the mother wishes to surrender or not and the mother who wishes to keep her child may require much more help and counselling than the mother who surrenders her child. It may take more time and effort for the social worker to explore with the mother such alternatives as non-ward care, social allowance, work home placement, etc., to enable her to keep her child, which would prove to be the better plan for both mother and child.

Some cases come to the attention of the Department only after the child has been born. The first knowledge the Department has of the birth may be the Notification of Child Born Out of Wedlock (DPW 51) received from the hospital or maternity home, or the copy of the birth registration which is sent to the Child Welfare Branch, Central Office by the Vital Statistics Division in each case of an illegitimate birth (Vital Statistics Act, Section 30(a)). (See also page 7)

(b) Completion of Surrender Forms

If the worker is satisfied that the mother fully understands the seriousness and the implications of the surrender documents and that she has explored all alternatives to surrendering her child, the following forms must be completed:

D.P.W. 108 - Application to Surrender
D.P.W. 33 - Consent
D.P.W. 33A - Indenture
D.P.W. 107 - Affidavit
D.P.W. 29 - Adoption Information
D.P.W. 32 - Medical Report on Child for Adoption.

With the exception of D.P.W. 108, the surrender forms may not be completed prior to the fifth day after the birth of the child (these are not hospital days). Though all the surrender forms are important, the most important ones are D.P.W. 33 and 33A, Consent and Indenture.

Extensive care must be taken to see that all sections of the forms are completed and all sections not applicable are marked as such and initialed by the worker and the mother. If any mistakes or erasures are made or any words crossed out, each correction must be initialed by the worker and the mother. No abbreviations may be used on any documents; all dates are to be written in full (e.g. May 10, 1966, not 10.5.66 or 5.10.66). These are legal ducuments and must be carefully checked and completed in the same way as all documents prepared for court.

WARDSHIP BY SURRENDER AND INDENTURE

B. Application to Surrender a Child

(b) Completion of Surrender Forms (continued)

It is preferable that the unmarried mother give her child one or two christian names, but if she does not wish to do so, it is necessary that the name show the child's sex; e.g., Baby Boy Jones. It is imperative, however, that the names given on the surrender papers are exactly the same (spelling, order given, etc.) as on the Registration of Birth, for both mother and child.

(1) Application to Surrender, D.P.W. 108

Formal application for the surrender of a child by an unmarried mother is made on the form D.P.W. 108, Application to Surrender, in the mother's own handwriting. This form should never be typed. This form is completed after the birth of the child, ideally not until at least five full days (not hospital days) after the birth of the child. If the Department has had no previous contact with the mother prior to the date of her admission to hospital, care and caution should be exercised in proceeding with the completion of the Surrender and Indenture forms. The fact that the mother has completed D.P.W. 108 in no way obligates the Department to proceed with the completion of the other forms. Workers should note that the forms must be carefully completed and sworn before a Commissioner for Oaths or Notary Public.

In completing the reverse side of D.P.W. 108, the unmarried mother must clearly understand her rights in respect to declaring the religious faith in which she wishes her child raised. The worker's own religious view should never at any time be communicated to the unmarried mother. At no time should the unmarried mother be influenced or encouraged to choose any particular one of three choices given to her in respect to the placement of her child. Workers shall clearly explain Section 34 of the Child Welfare Act to the unmarried mother.

(2) Indenture, D.P.W. 33A

An indenture is a legal agreement between two parties, which in this circumstance transfers the care and guardianship of the child from the natural mother to the Director of Child Welfare. This is the only document written in traditional legal terminology and workers should clarify the intent of the form.

The multiple signatures on this document can be confusing. The unmarried mother signs on the line "Party of the First Part". The worker taking the papers signs as witness "As to Signature of Party of First Part". The two remaining lines are left blank.

On the reverse side, the upper left affidavit only is completed by the worker who witnessed the unmarried mother's signature, usually when the worker returns to the office. It is signed in the presence of the supervisor or another worker who is a Commissioner for Oaths and who in turn signs on the bottom line.

When the surrender papers have been reviewed in Central Office and approved by the Director, his signature is duly witnessed and the witness' affidavit is commissioned.

WARDSHIP BY SURRENDER AND INDENTURE

B. Application to Surrender a Child

(b) Completion of Surrender Forms (continued)

(3) Consent, D.P.W. 33

This document serves as the consent of the unmarried mother to her child being placed for permanent adoption. The worker must be sure to complete the one affidavit on the reverse side.

(4) Affidavit, D.P.W. 107

This document is usually completed after all papers are filled out, including D.P.W. 29.

The affidavit binds the documents together under one oath. The worker must make certain the "Exhibit" spaces are completed on the back of forms D.P.W. 108, 33 and 33A.

The worker shall carefully note that only one clause of Paragraph 3 is applicable and the remaining two must be ruled out and initialled, as instructed in the Instructions to Commissioner for Oaths, Notaries, Magistrates and Justices of the Peace.

How to Administer an Oath: It is of the utmost imprtance that an oath be administered correctly. The proper procedure is given in the leaflet Instructions to Notaries, Commissioners for Oaths, Magistrates and Justices of the Peace which accompanies the Commissioner of Oaths Appointment. For the convenience of welfare workers, a wallet-sized card has been prepared with the correct procedure on it. The worker shall always use the correct wording and the same procedure.

(5) Adoption Information, D.P.W. 29

Form D.P.W. 29, Adoption Information, is important to the Placement Division in choosing the adoptive home for the child. Every space must be filled in. If the information is not available, this should be stated

The particulars pertaining to the baby are obtained from the hospital records. Generally the remainder of the particulars are obtained from the unmarried mother unless the putative father is already in contact with the Department or voluntarily contacts the worker for this purpose at the unmarried mother's request.

Under "Mother's Reason for Surrender" given on page 4, there should be included what contacts the worker has had with the unmarried mother, whether or not the putative father has been involved in the planning for the child, whether or not her parents have been involved, and whether or not CUP services, Social Assistance or Social Allowance has been offered to the girl to help her care for her child. The unmarried mother should review all the foregoing information before

WARDSHIP BY SURRENDER AND INDENTURE

B. Application to Surrender a Child

(b) Completion of Surrender Forms (continued)

signing the form. There should be a statement of assurance that the unmarried mother fully understands the legality and finality of the act of surrender.

It is important to include under "Worker's Remarks" whether there is any indecision on the mother's part, or if any pressures have been put on her to make her decision. The Director requires any and all information which will be of assistance in determining acceptance. The worker must always give his recommendation as to whether or not he believes the surrender should be accepted by the Director.

(6) Medical Report on Child for Adoption, D.P.W. 32

D.P.W. 32, Medical Report on Child for Adoption, must be completed for the child by the attending physician or pediatrician and should be attached to the surrender when it is forwarded to the Director of Child Welfare. It is essential that a Wasserman test be completed at the time of the child's birth and the number of this test should be included on D.P.W. 32.

C. Acceptance of Surrender

As soon as the surrender forms are completed, they shall be forwarded by registered mail to the Director of Child Welfare. It should be made clear to the unmarried mother and the hospital concerned that the regional office cannot give any assurance that the surrender of the child will be accepted in Central Office. Guardianship of the child rests with the mother until the surrender is accepted by the Director. When a mother on admission to the hospital indicates she intends to surrender the child and an application to surrender, DPW 108, is subsequently completed to so indicate,(Page 4, Application to Surrender outlines the timing of the surrender) the child will be considered as technically apprehended from the date of birth and any medical needs of the child will be met by the Department from that date. If there is any delay in surrender and the mother and the Director enter into an agreement for non-ward care, the Department will assume responsibility as if the child had been made a ward. If the delay is caused by the mother's ambivalence, the cost of the child's care is the responsibility of the mother until such time as the application to surrender or the non-ward agreement is completed.

No plans for the placement of the child should be made by the regional office until it has been advised the surrender has been accepted. In certain cases on approving the surrender, the Director will add "Hold 30 days" before the child may be considered for adoption placement. This might be done where it is felt that an amount of indecision might be felt by the unmarried mother on returning home or on contacting the putative father. Occasionally, the worker taking the papers will recommend this "hold" under "Worker's Remarks". The worker must be very certain, however, that at no time is this period of holding conveyed to the unmarried mother. She should always be advised that the Department has the authority to place her baby in an adoptive home as soon as the surrender is approved. If the surrender is not approved, the full responsibility

WARDSHIP BY SURRENDER AND INDENTURE

C. Acceptance of Surrender

for the care and maintenance of the child reverts to the mother as of the date of the rejection of the surrender. Except in unusual circumstances, the child surrendered for adoption should not be removed from hospital and placed in a foster or receiving home until the regional office is advised that the surrender has been accepted. A child should be placed in a foster home in the regional office area in which the surrender was taken.

D. Notification of Child Born Out of Wedlock, D.P.W. 51

In order that the Director of Child Welfare may have information concerning the circumstances of those children born out of wedlock where the mother has had no contact with the Department or where the mother has kept her child or where the mother is not aware of the services provided by the Department, all hospitals and maternity homes are required to submit a report to the Director of Child Welfare (D.P.W. 51), Notification of Child Born Out of Wedlock. Each of these notifications is checked in Central Office and if contact with the mother is considered necessary, regional offices are notified of the circumstances of the birth and the follow-up that should be taken. These usually are only in instances where the mother is under fourteen years of age, has had repeated out-of-wedlock pregnancies, or has indicated she wants help from the Department. If in the follow-up of this notification a neglect situation is discovered, the usual protection services should be provided for the mother and child. (See also page 2).

E. Surrender of a Child by a Mother under Eighteen Years of Age

Parental Approval of Surrender Form, D.P.W. 77, must be completed in all cases where the mother is under eighteen years of age. If both parents are not available, i.e., parents have been separated or divorced for several years, or one parent is seriously ill, the Parental Approval Form may then be signed by only one parent. The Director of Child Welfare will not accept the Surrender of such a child for adoption without D.P.W. 77 unless the reasons for the waiving of the parent(s)' approval are ones that could logically and reasonably be acceptable to a court if the case were taken to court.

Surrender documents are quite legal when completed by a girl under the age of eighteen (Child Welfare Act, Section 30 (2)) without the parents' approval, but to strengthen the Department's position and to involve parents in the decision of the young mother to relinquish her child, the practice is to use D.P.W. 77 in every possible instance.

If the girl is under eighteen and her parents refuse to sign the Parental Approval, and if it appears to be in the best interests of the child and the mother concerned, the Director of Child Welfare may accept the surrender. If there is any possible doubt, however, the worker will be requested to apprehend the child and have the child made a ward through court.

If the mother of the child is fourteen years of age or under or was under

WARDSHIP BY SURRENDER AND INDENTURE

E. Surrender of a Child by a Mother under Eighteen Years of Age (continued)

fourteen years of age at the time of conception, the Director of Child Welfare has a responsibility to report such a situation to the Attorney General's Department for possible prosecution of the putative father under the Criminal Code. The decision as to whether such referral will be made is not the responsibility of the regional office or of the mother herself, but the regional office should advise Central Office whether prosecution would be desirable or undesirable and such information will be passed on to the Attorney General's Department.

F. Surrender of a Child When the Mother is a Ward of the Crown

As a general rule when the unmarried mother who wishes to surrender her child is a ward of the Crown, the child should be made a ward through apprehension and committal and not through the Surrender and Indenture process. In special cases where the ward has been independent and self-supporting and the co-operation and support of the ward's natural parents can be obtained, then the Surrender and Indenture papers may be considered on the individual merits of the case by the Director of Child Welfare. Because the mother is a ward does not automatically preclude her keeping the child.

G. Surrender of a Child by a Married Woman

Surrender and Indenture papers can be taken from a married women if she has been legally divorced (the decree absolute has been obtained) before the date of conception of her child and when the father of the child is not her former husband. An original copy of the divorce decree must accompany the Surrender papers when they are forwarded to the Director of Child Welfare. If the mother is a widow, a copy of the death certificate of her husband must accompany the Surrender papers when they are forwarded to the Director of Child Welfare. If this is not available, other proof of death will be accepted, i.e., a letter of notification of death from the Minister of National Defence in the case of a war casualty. If the mother has been counselled before admission to hospital, there is no reason why these documents cannot be obtained ahead of time and thus avoid holding up the placement of a child pending receipt of the necessary document.

If the mother is a married woman who is separated from her husband but is not legally divorced from him, the surrender of such a child would be through apprehension and committal. Even though the mother may not have lived with her husband or even seen him for many years, her legal husband is still the legal father of the child.

H. Guardianship of the Child

When a child is born out of wedlock, whether the mother is single, divorced or widowed, the mother has sole rights of guardianship (Domestic Relations Act, Section 42). The putative father, even though he is capable and willing to assume responsibility, has no legal rights to the child and neither the Department nor the mother has any obligation to discuss plans for the child with him. If the mother wishes to include him in planning,then the putative father can be involved without conferring any legal

WARDSHIP BY SURRENDER AND INDENTURE

H. Guardianship of the Child (continued)

on him. Under Part Vl of The Child Welfare Act the putative father has the responsibility of financially supporting the child and paying the mother's expenses during pregnancy but this gives him no right of guardianship or custody. The mother has the right to place her child where she wishes so long as the child is not neglected. She should be fully aware that if she personally places her child for adoption privately, the Director of Child Welfare must be notified within 30 days (Child Welfare Act, Section 65).

I. The Unmarried Mother and the Hospital

When an unmarried mother is undecided about the surrender of her child and desires to leave the hospital after her confinement but refuses to take the child with her, it is the responsibility of the hospital staff to advise her that as long as the child is medically cleared for discharge by her doctor, she must either:

(a) Take the child with her on discharge from hospital and plan for the child's care as she sees fit; or

(b) make application to the local regional office for temporary help and assistance through social allowance or non-ward care; or

(c) ask that the child be apprehended and cared for until she is capable or willing to care for the child.

The mother should clearly understand if she leaves her child in hospital without satisfactory plans for his care, the case will be referred to the regional office providing protection services in the area in which the hospital is located. The mother should be advised that she is leaving herself open to prosecution for abandonment under The Child Welfare Act, Sections 40 and 41, and the Criminal Code.

If a mother is in receipt of assistance on admission to hospital, the medical and hospital accounts of both herself and child will be met. If she is not receiving financial assistance but indicates on admission she intends to surrender the child and an application to surrender, DPW 108, is subsequently completed, the child will be considered technically apprehended from the date of birth and any of his medical needs will be met by the Department from that date. If there is a delay in surrender and the mother and the Director enter into an agreement for non-ward care, the Department will assume responsibility as if the child had been made a ward. If the delay is caused by the mother's ambivalence, the cost of the child's care is the responsibility of the mother until such time as the application to surrender or the non-ward agreement is completed.

J. The Director of Child Welfare and Applications to Surrender

The Director of Child Welfare will examine all applications to surrender within one day of their receipt in Central Office. If the surrender is legally correct and the mother's decision to surrender her child is socially sound, the acceptance of the surrender will be recorded and the child at this point will become a permanent ward of the Crown.

WARDSHIP BY SURRENDER AND INDENTURE

J. The Director of Child Welfare and Applications to Surrender (continued)

The regional office will be advised of the decision by teletype or telephone with confirmation in writing by form A13, so that immediate plans can be made for the child's removal from hospital and placement made in a foster or receiving home. If the application to surrender is rejected, alternatives for the child's care will be suggested, or further information will be requested so the Director will have more facts for making a decision. If the Director is of the opinion the child should be apprehended, the worker taking the surrender will be given authority to do this, unless he already has standing authority.

The worker must be very careful to advise the mother of the child that the decision on whether or not the surrender will be accepted rests entirely with the Director of Child Welfare. The regional office worker may make no statement or commitment that a surrender will be accepted or rejected.

The mother's request to surrender her child and the decision as to whether her surrender will or will not be accepted are not dependent on whether she has or has not initiated action against the putative father under Part lV of the Child Welfare Act. The surrender process is a completely separate one and the planning as to whether the child should be relinquished or not is considered apart from the Maintenance and Recovery procedures.

If the Director of Child Welfare rejects an application to surrender and the worker can supply additional information or facts to substantiate the reasons for the acceptance of the application in preference to court action, the application will be reconsidered.

If surrender documents are not complete or are inaccurately filled out, they will be returned with instructions to correct the forms. Any additions or corrections must be initialed by the unmarried mother as well as the worker. These forms must be returned to Central Office for acceptance.

The originals of all forms are forwarded to Central Office. One typed copy of DPW 29 and DPW 32 are retained by the regional office for the child's regional office file and one typed copy of each should accompany the surrender documents so they can be forwarded to the adoption placement division at the Edmonton or Calgary regional office for adoption planning.

K. Financial Assistance to the Unmarried Mother

The unmarried mother is eligible for financial aid under the provisions of the Social Allowance program as a mother having custody of, or expecting a child. Aid may be granted commencing the last three months of pregnancy and continuing for as long as financial assistance is required. The worker providing counselling services for the unmarried mother is also responsible for the completion of the application for social allowance (Public Assistance 2). An application may be taken from a mother 16 years of age or over. In the case of the mother under the age of 16 years, the application should be taken in the name of the parents, with the mother and her child included as dependants.

The same worker providing the counselling services and financial assistance is responsible for initiating and carrying through action against the putative father as set out in Part lV of The Child Welfare Act.

WARDSHIP BY SURRENDER AND INDENTURE

K. Financial Assistance to the Unmarried Mother (continued)

If an unmarried mother wishes financial assistance from the putative father of her child to cover her confinement expenses and the support of her child, the Department will assist in contacting him to draw up an agreement among the mother, the Director of Child Welfare and the putative father. If he is unwilling to enter into such an agreement voluntarily, the Department will proceed with court action at no expense to the unmarried mother, providing there is the necessary corroborative evidence for such action available. (See Maintenance and Recovery Transactions 3 for procedures and policies).

L. Responsibility for Cost of Services to Unmarried Mothers

Costs of providing services and financial assistance to the unmarried mother and her child are a 100% charge upon the Province. No reimbursement will be sought from a municipality. Municipal welfare workers should be advised to refer all unmarried mothers to the regional office. If a municipality finds it necessary to expend money on behalf of an unmarried mother during the transition period, from the time the client has been referred to the regional office and the date on which effective service can be provided, it may submit a claim to the Public Assistance Branch for reimbursement of 100% of the costs.

Financial assistance for unmarried mothers in maternity homes is granted up to a maximum of $3.00 per day. This is not an automatic payment but assistance provided only if the girl's resources are such that she is eligible for Social Allowance. The Department has assumed this financial responsiblity to assist the unmarried mother in keeping her situation confidential so that her application for financial assistance need not be brought before the municipal council for discussion and approval.

M. Services to Unmarried Mothers from other Provinces

A substantial number of unmarried mothers applying for help and assistance will be residents of another province. The usual pattern for many of these girls is to come to this province to stay with relatives or friends, surrender their babies for adoption and then return home. An unmarried mother from another province who comes to Alberta for her confinement is entitled to all the services an Alberta residents receives, i.e., her child may be surrendered for adoption, financial assistance will be provided if necessary, and action against the putative father (Child Welfare 4) may be commenced. Referral may be necessary through the Department of Public Welfare in the girl's own province if the putative father is not a resident of Alberta. In no case will repatriation of an unmarried mother to her own province be requested or suggested unless the unmarried mother specifically requests such action, or unless it is socially sound that such a repatriation take place. Non-ward care for her baby cannot be used by a girl leaving the province.

If the unmarried mother is entitled to hospital services in her own province under a Provincial Hospital Insurance scheme, her own province will accept responsibility for providing hospital care in another province if she is entering on a temporary basis. Each province has different regulations concerning hospitalization benefits outside of the home province and the unmarried mother should be advised to contact the

WARDSHIP BY SURRENDER AND INDENTURE

M. Services to Unmarried Mothers from other Provinces (continued)

Director of Hospital Services in the province to which she is going to ascertain whether or not she is covered. An an example, girls from Alberta going to Ontario cannot be covered for hospitalization unless premiums have been paid in Ontario to provide coverage.

If any contact is to be made with the family or a social agency in the home province, all correspondence must be submitted in triplicate to the Child Welfare Branch, Central Office, for channelling to the other province.

Non-ward care cannot be provided if the unmarried mother is leaving the province to return home or to seek employment. The child will have to be apprehended if temporary care is required until the mother is able to support herself and the child (See Non-ward care, Child Welfare 1).

If the unmarried mother is from another province and has not been seen by the worker prior to admission to hospital, workers must be sure that more than one contact or interview has been held with the mother prior to taking the surrender papers, so that the validity of the mother's decision could not be questioned. The difficulty involved in contacting an unmarried mother's parents in another province prior to taking a surrender should be one of the factors considered.

N. Letters from and to Unmarried Mothers

The original copies of letters received from all unmarried mothers should be forwarded to Central Office and a copy retained on the regional office file. Workers may reply directly with a copy to Central Office if the unmarried mother resides within the province. Replies to unmarried mothers living out of the province may be written by the worker but must be forwarded to Central Office for mailing.

In the case of inquiries regarding adoption placement of babies who have been placed for adoption, no revealing information about the date of placement or the identity of the adoptive family may be shared. If the baby has not been placed, either because of a medical problem or because of a lack of a suitable adopting home, the letter should be honestly but not pessimistically written. As the unmaried mother has been told that an adoptive home canot be guaranteed for her child, the Department should not be apologetic if placement has not been effected. No information about a ward of the Crown may be given to other than the child's legal parent(s), and then only after proper identification has been made, i.e., a personal interview, or inquiries handwritten and signed with the same signature as was used on the surrender documents.

When an unmarried mother requests a picture of the child she has surrendered for adoption, she should be advised that this cannot be provided. Arrangements for taking of pictures made by an unmarried mother herself prior to surrender are her responsibility.

WARDSHIP BY SURRENDER AND INDENTURE

O. Request of Return of Child

Workers must be careful not to suggest to unmarried mothers at the time of surrender that they may request the return of the child if she changes her mind. The finality if the papers must be stressed at all times.

If an unmarried mother does request the return of her child, no encouragement should be given to her until a check is made with Central Office to see if the child is still available and not placed for adoption. The worker should contact the Adoption Placement Division immediately to forestall placement plans. If the baby is still available, the social worker will ask the unmarried mother to write the Director of Child Welfare, in her own handwriting, using the same signature as on the surrender documents, making this request. On receipt of the letter the social worker in the area where the mother resides will be asked to prepare and submit a report for the Director fully outlining the mother's plan for the child.

If other people, e.g., a babysitter, the unmarried mother's mother or the unmarried mother's husband-to-be, are an integral part of the plan they should be interviewed to establish the practicability of the plan. The report should include the worker's recommendation.

The Director must be assured that the mother's plan for her child is adequate and realistic before permission will be given for the return of the child. In the "Blue Memo" authorizing return, the Director may request continued supervision of the baby. On return of the child, placement slips, D.P.W. 24, must be submitted. When the conditions outlined in the Director's "Blue Memo" have been completed, the worker will submit a memo requesting cancellation of wardship by Order-in-Council.

P. Death of Permanent Wards

Although it is difficult to make a general policy in regard to the matter of advising natural parents, particularly unmarried mothers, about the deaths of their children, it is usually desirable to do so. All cases should be dealt with on an individual basis. Accordingly, upon the death of a permanent ward, the Placement Supervisor should be contacted by telephone or teletype and the full situation discussed with her.

Q. Maternity Homes in Alberta for those Unmarried Mothers Needing Residential Care

Woodside Home

Owned by: Province of Alberta
Operated by: Province of Alberta
Address: ~~13340 — 101 Street~~, Edmonton, Alberta.
Capacity: 26 10107 - 134 Ave

Non-sectarian. Babies are delivered at the hospital of the doctor's choice. Counselling provided by workers from the Edmonton Regional Office and outside agencies - limited post-natal care for mother only.

WARDSHIP BY SURRENDER AND INDENTURE

Q. Maternity Homes in Alberta for those Unmarried Mothers Needing Residential Care (con)

Pineview Home
Owned by: Province of Alberta
Operated by: The Sisters of the Misericorde
Address: 8770 - 165 Street, Edmonton, Alberta.
Capacity: 38

Non-sectarian. Babies are delivered at the Misericordia Hospital, Edmonton. Individual and group services of counselling are available within the home and by workers from the Edmonton Regional Office. Post-natal care and facilities for mother and child to return for a limited period.

Grace Homeside
Operated by: The Salvation Army
Address: 123 - 19 Avenue, S. W., Calgary, Alberta
Capacity: 20

Primarily for Protestant girls - babies are delivered in the Salvation Army Grace Hospital. Counselling services are provided by workers from the Calgary Regional Office.

Providence Creche
Operated by: Sisters of Providence
Address: 5232 - 4th Street, S. W., Calgary, Alberta.
Capacity: 8 to 10

Primarily for Roman Catholic girls. Counselling services provided within the home under an arrangement with the Calgary Catholic Family Services and by workers from the Calgary Regional Office. The institution will accept the girls for temporary post-natal care and operates a nursery for the care of children.

St. John's House
Operated by: The Sisters of St. John The Divine
(an Anglican Order of Sisters)
Address: 11714 - 92 Street, Edmonton, Alberta
Capacity: 8

Primarily for Anglican girls - counselling services provided by the Edmonton Regional Office workers.

R. Private Placements

A mother of a child born out of wedlock has the right to place her child with anyone she wishes who she believes will provide proper care. The Department cannot hinder an unmarried mother from placing her child with a friend, relative, or anyone of her acquaintance. The Department does have a responsibility to discuss with the unmarried mother and the adopting parents some of the difficulties and problems they will experience in such a placement. The requirements for notification of the Director within thirty days of any private placement (Child Welfare Act, Section 65), and the implications of Section 66 in respect to illegal adoption placements must be clearly explained to both the mother and the adopting parents. The unmarried mother must clearly understand the difference between a private adoption placement and an adop-

WARDSHIP BY SURRENDER AND INDENTURE

R. Private Placements (continued)

tion placement through the Department - the main difference being that in a private placement the mother and the adoptive parents must be known to each other. The unmarried mother must realize that she loses all legal rights to the child when the adoption order is granted. All petitions signed after the child has been in the home for one year must be presented to the District Court within six months, accompanied by a report from the Director. The Director may recommend or oppose the finalization of the adoption. The unmarried mother and the adoptive parents should know that there is no way a child can be adopted in Alberta unless the Director of Child Welfare presents the petitions to the Court (Child Welfare 5).

S. Registration of Birth

The child's birth must be registered in the legal name of the mother. Workers must be certain that the surrender papers are taken in exactly the same name as the name shown on the birth registration. A copy of the birth registration for each child born out of wedlock is sent to the Child Welfare Branch, Central Office, by the Vital Statistics Division, Department of Health.

T. Legistimation

When the mother of a child born out of wedlock marries the father of the child subsequent to the child's birth, the child may be legitimized. The parents should secure the forms and affidavits directly from the Vital Statistics Division. After the parents have completed the forms and returned them to the Vital Statistics Division, the original birth registration of the child will be changed to show the child as legitimately born to both parents. In all respects a child who has been legitimized under the Legitimacy Act has the same status and rights as a child born in wedlock.

U. Children with Congenital Problems Being Surrendered for Adoption

When a child is being surrendered for adoption, it is the worker's responsibility to advise the Child Welfare Commission of any congenital defects that could either delay or prevent an adoptive placement. The worker must also make certain that the unmarried mother is aware of such a congenital problem, unless it is medically inadvisable to do so. In these cases, the doctor should know that the Department may be required to inform the mother at a later date that this information was withheld on his recommendation for medical reasons.

Where it is proper for the mother to be given this information, it may be possible to arrange for the mother's doctor or the child's doctor to discuss the condition with her. In other cases, after consultation with the doctor it may be necessary for the worker to assume this responsibility. As the doctor is better qualified to explain the medical implications,the first course of action would be preferable.

If the worker or regional administrator is in any doubt as to how to proceed in such a situation, enquires should be addressed to the Placement Supervisor in Central Office.

CHILD WELFARE 3

CHILDREN OF UNMARRIED PARENTS

A. Financial Responsibility

Part lV of The Child Welfare Act sets out the manner in which the financial responsibilities of unmarried parents may be established.

(a) Generally, an unmarried mother is responsible for the payment of her expenses arising out of the birth of her child and for the maintenance of the child.

(b) By the provisions of the Act the putative father may agree to pay or may be ordered to pay any or all of the expenses referred to above.

(c) Where the expenses are paid by public funds it is expected that the cost will be repaid by the putative father or the unmarried mother where the circumstances are such that it is reasonable for either of them to do so.

Section 81 of The Child Welfare Act gives details with regard to the expenses and Maintenance and Recovery Transactions 3 sets out procedures and policy in connection with these expenses.

CHILD WELFARE 4

FOSTER HOME CARE

A. Initial Contact with Foster Parents

Upon receipt of an application for placement of a child on a boarding home basis the regional worker should make immediate arrangements to personally interview the applicants. Unless it is inconvenient, arrangements should be made for both prospective foster parents to be interviewed in the regional office. If the applicants appear to have qualities which are needed by foster parents and they are offering a home for the types of children for which foster homes are needed, they should be given the Boarding Home Application, form D.P.W. 59, to be completed in triplicate. The unusable, the obviously misdirected, the totally inadequate application can be screened out at this first interview with the approval of the regional office supervisor.

B. The Home Study

Upon receipt of the Boarding Home Application it shall be date stamped. The regional office will immediately send out the requests for confidential references on DPW 13A, stamped with the signature of the Superintendent of Child Welfare, to references listed on the application living outside the regional area. References living within the regional area shall be personally interviewed. If this is not possible, an explanation shall be given the home study and confidential reports on DPW 13A should be requested by mail. If further information or contact with references is required, they may be contacted by telephone. The statements of the references either on form DPW 13A or by interview shall be incorporated into the home study.

The purpose of the home study is to assess the potential of the applicants as foster parents for a child. The home study falls into two parts:

1. Is this home suitable for any child, and

2. If so, what child?

It is not sufficient to determine that this is a good home for a teenager or a good home for a pre-school child, but what particular kind of a teenager or what kind of a six year old. Foster Home Study Outline, Appendix "B", should be followed closely in doing the home study, with particular attention given to the type of child that would best fit into the home, the reasons the foster parents desire to have a child or children placed in their home, their special capabilities as foster parents, the attitude of their own children, if any, to the proposed addition of a child or children to the family and the type of accommodation, sleeping arrangements, etc., that are available. Both foster parents must be seen and interviewed before the home study is completed.

Detailed information on the health of the foster home parents (date of the last chest x-ray, etc.) should be obtained. It will be the worker's responsibility to have the prospective foster parents provide proof of marriage. The home study must indicate that such proof has been seen.

The worker shall sign and date stamp the home study (DPW 59A) on completion at the bottom of the last page. The worker and the supervisor will

CHILD WELFARE 4 (continued)

B. The Home Study (continued)

then go over the study carefully, and, when both are satisfied, the three copies shall be date stamped and signed by the supervisor and the worker at the top of the first page. One copy, shall be forwarded to Central Office. The approval or rejection of the home will be the joint decision of the worker and the regional office supervisor. It will be the responsibility of the regional office to inform the foster parents by letter or personal interview of the decision as to whether or not their home can be used for children. The home studies will be read in Central Office and returned, when necessary, for further information or possible clarification of a regional office decision.

If a home has not been used for a period of six months after the initial approval, a supplementary home study shall be completed before placement is made. Foster homes that are in use shall be evaluated annually, and a notation placed on the foster home file as to whether the care given in the home has been satisfactory or otherwise.

All homes caring for four or more children must hold a subsisting licence from the Homes and Institutions Branch.

C. Placement of the Child

Arrangements for Placement of Child

All proposed placements of children must be discussed with and approved by the regional office supervisor or unit supervisor. No more than the approved number of children shall be placed in the home.

All Catholic children must be placed in Catholic homes and Protestant children in Protestant homes (Section 66 of The Child Welfare Act). If for any reason it is necessary to temporarily place a Catholic child in a Protestant home or a Protestant child in a Catholic home, the reason and the written approval of the regional office supervisor must be carefully recorded on the file.

Arrangements for the actual placement are made by the child's present worker with the supervisors concerned.

The child and the foster parents shall be prepared carefully for the placement. Relevant facts and social history of the child should be discussed with the foster mother and the circumstances of the foster home, obtained from the home study, shall be discussed with the child. Where possible, and particularly with older children, a visit of the child to the foster home, or the foster parents to meet the child, should be arranged.

When a child is admitted to an institution the worker dealing with the child retains only those rights that a natural parent would have and must make sure that except in emergencies, appointments are made when he/she wishes to see the child. Care must be taken that the worker does not interfere in the matter of discipline and treatment, if the latter is the function of the institution. If, in the worker's opinion, the child is not receiving proper attention, the matter should be discussed with the regional office supervisor who may wish to consult with the director of the institution concerned. Before any child is

CHILD WELFARE 4 (continued)

FOSTER HOME CARE

C. Placement of the Child (continued)

Arrangements for Placement of Child (continued)

removed as a protest against its treatment, Central Office should be consulted as it may be advisable to inform the board governing the institution of the decision.

Contact with Schools

If and when a worker finds it necessary to contact a child at school the principal shall be advised of the visit and the reason for it.

Foster Home Vacancies

In order to make full use of the rural foster homes, the regional offices in the southern area (Town of Olds and south) and those in the northern area (north of the Town of Olds) will forward at the end of each month one copy of the Foster Home Vacancies, form #250, to Calgary and Edmonton respectively, as well as one copy to Central Office.

The Edmonton and Calgary Regional Offices will forward a monthly list of all children under their supervision who are in need of homes to all regional offices in their respective areas shown above and to Central Office. These lists will give a brief description of the children concerned.

FOSTER HOME CARE

C. Placement of the Child (Continued)

What the Foster Parents Should be Told

The foster parents should be told:

Enough of the child's background to help the child fit into the home and the community.

Board rates applicable for the particular child and how to complete boarding home accounts. All boarding home accounts should be forwarded directly to Central Office at the end of each month. (Copy of mimeographed explanation should be given to each foster parent).

Regulations regarding medical, hospital care and drugs and how to obtain emergency medical care. (Provide them with a copy of Foster Home Manual).

To contact the local health unit if the child's inoculations and vaccinations are not up to date.

Method of cash clothing allowances and what they are expected to buy on this clothing allowance.

That they are required to provide all equipment such as beds, carriages, cribs, blankets, etc.

How spending money is provided.

What contact should be allowed between parents or relatives and the child in the foster home; who can see the child and who cannot; the frequency of visits, etc.

What responsibility the foster parents have in respect to the children and what responsibility the social worker has in supervising the children.

Boarding Home Rates

Regular boarding home rates will be paid for all children in care. No special rates or variation of these rates should be promised to the foster parents without the approval of the recommended rate by the Child Welfare Commission. Central Office Accounts Branch will not pay any accounts or special rates unless approval of such rates has been given by the Child Welfare Commission. The worker requesting a special rate should submit a memo to the Child Welfare Commission outlining the reason for the special rate and the length of time required for the special rate.

Special rates for mentally defective children, older children in commercial boarding homes and special rates for receiving homes must all be approved by the Child Welfare Commission.

FOSTER HOME CARE

C. Placement of the Child (Continued)

A Guide for Foster Parents

The booklet, A Guide for Foster Parents, prepared by the Child Welfare Branch, should be given to every foster parent caring for wards in her home and should be given to a new foster parent at the time a child is placed in her home.

Foster Home Agreement (DPW 44)

The foster home agreement is a contract entered into between the foster parents and the regional office supervisor, on behalf of the Superintendent of Child Welfare, in regard to the care of children. This agreement is invaluable in interpreting Department of Public Welfare policy and responsibility. The agreement should be completed the day a child is placed in a new home. The agreement is completed in duplicate; one copy is given to the foster parents and one copy is placed on the foster parents' file. Each copy of the agreement must be signed by the regional office supervisor and the foster parents.

Placement Slips

Placement Slips (Information Slip DPW 24) are the means of carrying out the regulations as set forth in Section 13 (11) of The Child Welfare Act. The Child Welfare Branch is totally dependent on prompt receipt of placement slips to operate effectively. The initiation of board payments, the application for family allowance (which provides spending money for the child) and the payment of accounts for hospital, medical and dental care, are all dependent on the placement slip being completed correctly and promptly and mailed to the Child Welfare Branch, Central Office. It is the responsibility of the regional office worker to fill out the placement slip on the day of placement.

When Placement Slips are Needed

Placement slips are to be completed and forwarded immediately to the Child Welfare Branch, Central Office, when

1. a child is placed in a foster home;
2. the child is replaced in the same region or is transferred to another region or is moved to another province;
3. there is a change in the boarding home rate;
4. the foster parents move to a new address taking the child with them;
5. the status of the child changes; i.e., apprehended, made a temporary ward, made a permanent ward, taken into non-ward care, marries, dies, etc.;
6. the status of the home changes; i.e., from a boarding home to a free home, to and from hospital; (The "reason for move" should indicate length of stay and whether or not the child will return to the same foster home.)

CHILD WELFARE 4 (continued)

C. Placement of the Child (continued)

7. The child runs away;
8. the ward enlists in the Army, Navy, or Air Force;
9. the child is placed with a view to adoption;
10. the child is discharged from care;
11. the child is committed to the care of the Juvenile Offenders Branch.

Request for Placement in a Foster Home or Institution in another Region

Whenever possible, a regional office should take responsibility for placing its own children. However, if a regional office should not have a suitable home for a child in its own area, the regional office supervisor should contact Central Office to obtain approval to try to place the child in another area. Once Central Office permission is received, the regional office can begin negotiating with any other regional office. If it appears that another regional office may have a suitable home for the child, it should be provided with a complete and detailed social history together with the child's picture. If the second regional office is able to locate suitable foster parents, it should provide the first regional office with a copy of the home study, so that the child concerned can be properly prepared for the move. If distance is no barrier, at least one pre-placement visit with the foster parents should be arranged for the child. This, of course, is not necessary for very young children.

If at all possible, temporary wards should be placed in the area in which their parents are residing, so that the same caseworker may supervise the children and work with the parents. If, for some reason, the temporary ward is supervised by a regional office other than the one in which his parents reside, both regional office shall make one extra copy of the Running Records and exchange them so that both offices will have a clearer picture of what progress is being made with the parents as well as the child.

If a regional office supervisor feels that a ward needs institutional care not available in his own area, permission to place the child out of the area should be obtained from Central Office. Once permission from Central Office is received, the regional office should forward a social history, Guidance Clinic report, psychiatric and medical reports as well as any other pertinent information directly to the institution, with copies of the correspondence to Central Office and the regional office in which the institution is located. The institution should reply directly to the regional office supervising the child with copies to the second regional office and Central Office. If the child is accepted and placed in the institution, supervision shall be immediately be transferred to the regional office in which the institution is located.

D. Transfer of Wards

Transfer of Wards to Another Province

When a foster parent wishes to have a permanent ward placed in their home, accompany them to a new home in another province, the worker supervising the child shall submit the following to Central Office:

CHILD WELFARE 4 (continued)

D. Transfer of Wards (continued)

Three copies of the Social History,
Three copies of an up-to-date foster home study,
Up-to-date medical report on the child.

The Child Welfare Branch will make contacts with the other province and will notify the regional office when the plan has been approved. All such requests for placement should be made well in advance of the date of the transfer is desired.

FOSTER HOME CARE

D. Transfer of Wards (Continued)

Transfer of a Ward from Another Province to Alberta

When another province requests placement of one of their wards in Alberta full information on the child and foster home will be forwarded to the regional office. Wards of another province are supervised in exactly the same manner as wards of the Province of Alberta and receive exactly the same care. Alberta boarding home rates, clothing allowances, medical and hospital care are provided; not the rates etc. of the province where the child came from. Non-resident school fees should not be paid. Guardianship is retained by the originating province but custody is transferred to the Superintendent of Child Welfare for Alberta.

No major change in plan should be made without the province holding guardianship being informed and approving.

All correspondence relating to inter-provincial placements must be channelled through the Child Welfare Branch, Central Office. An annual report on the child's development and progress should be prepared by the worker supervising the child and forwarded to the Child Welfare Branch for submission to the originating province.

E. Financial Assistance for Wards in Foster Home Care

Board or Maintenance

Payments of Board or Maintenance accounts are made according to Appendix "A" unless special rates have been authorized in writing by the Child Welfare Commission. Such rates are given only in exceptional cases, usually for mentally defective children. At no time should a regional office promise a higher rate or use the prospects of one to secure a home for a difficult child. Authorization must be obtained in advance from the Child Welfare Commission.

Accounts are to be submitted by the foster mother in triplicate at the end of each month and should be mailed directly to the Department of Public Welfare, Administration Building, Edmonton. All the information requested should show on the three copies, including the foster mother's name and address. Payment is made for both admission and discharge dates. Any requests by boarding home mothers for additional information should be made to the regional office by letter and not included on boarding accounts or on notes attached to boarding accounts.

Maintenance accounts are processed as quickly as possible but with the volume handled it is impossible to promise receipt by a fixed time. Generally, however, they are in the hands of the boarding home mother within two weeks following the month end.

When Family Allowance has been transferred to a foster mother such expenditures as dry cleaning, hair cuts, shoe repairs and personal items are to be taken from Family Allowance and not charged on board accounts.

CHILD WELFARE 4 (continued)

FOSTER HOME CARE

E. Financial Assistance for Wards in Foster Home Card (continued)

This also applies to the 16-21 year old group where no Family Allowance is received but where a higher maintenance rate is allowed. (See Appendix "A".)

Maintenance rates are expected to cover items which are ordinarily kept in a home for the family and include tooth paste, face cream, shampoo, kleenex, cold remedies, bandages, gauze, adhesive tape, shoe polish, hair oil, laxatives, etc.

When placing a child, regional office shall be sure to give the foster mother the full name (exactly spelled), and birth date of each child concerned. If no first name has been given a child, one shall be chosen at time of first placement.

If a boarding home mother has incurred an extraordinary expense, she may request reimbursement by including it on her board account for the month. It must be accompanied by a signed receipt. This practice should only be used in an emergency, however, and for small amounts (e.g. prescription drugs and school supplies)

In certain instances where a government ward has reached the age where he/she has rented an apartment or shares an apartment and has demonstrated his/ her ability to handle his/her affairs, money for rent and groceries may be paid directly to the ward with the approval of Central Office. In these cases, the regional office may submit a board account in triplicate made out in the name of the ward, itemizing the requests. Each such account shall be formally approved by the regional office supervisor or unit supervisor. Allowance of apporximately three weeks should be made for processing the accounts. The forms shall be submitted monthly and continue as long as assistance is required. When seeking Central Office approval, the total period shall be clearly indicated.

Special Boarding Home Rates

Where a higher rate than that in effect for various age groups is needed, the regional office must receive approval from the Child Welfare Commission before any commitment is made to the foster parents. Special rates in pay do not carry over from one foster home to another. The request for the increased rate must be accompanies by a brief explanation as to the reason for the special rate and the length of time the special rate will be required. Usually the Child Welfare Commission will approve payment for six months at a time and the worker will be asked to review the matter at the end of that period. Payment of the special rate will cease at the end of a specified period and Central Office Accounting will reduce the board account to regular rates unless the authorization of the Child Welfare Commission is on file.

Boarding Home Rates include:

Maintenance of the child
Dry cleaning
Ordinary household toiletries, E.g. soap, shampoos, sanitary napkins, etc.

The Child Welfare Branch provides for the following over and above boarding home rates:

Clothing
Drugs (no patent medicines, only drugs on prescription)

CHILD WELFARE 4 (continued)

FOSTER HOME CARE

E. Financial Assistance for Wards in Foster Home Care (continued)

Hospital coverage
Medical and dental care
School books and supplies
Special transportation costs

Spending Money

The scale of spending allowances for various age groups is shown on page 8 of Appendix "A". Spending money is paid to the boarding home mother who is not in receipt of family allowance. The spending allowance is paid only for the child over five years of age and up to the age of sixteen. When the child reaches the age of sixteen years the special boarding home rate paid for the age group 16-21 is designed to provide spending money. After the child has been in the home for one year, family allowance is paid directly to the foster mother and she is thereafter responsible for seeing that the child receives a spending allowance. It is the responsibility of the social worker, who should make periodic checks with the child, to see that the child receives his spending money.

With the approval of Central Office, spending money may be provided for children who are over 16 years of age and are confined to a hospital, sanatorium or who are enrolled in professional training courses and for whom board accounts are not submitted by foster parents. Any amount requested shall be in conformity with existing circular instructions. The forms shall be submitted monthly and continue as long as spending money is required. When seeking Central Office approval, the total period shall be clearly indicated.

Transportation Costs of Children in Care of Superintendent

Normal transportation costs of moving a child from his own home to a foster home, to an institution, for emergency medical attention, etc., will be arranged by the regional office worker. In most cases the child will be transported by car but if travel by rail or bus is required a travel requisition, form 906-92, shall be issued. The original requisition form shall be presented to the transportation company when procuring the ticket, the second or pink copy shall be forwarded to Central Office Accounting and the third copy shall be left in the requisition book. If an escort is absolutely necessary, the same travel requisition should be used. Transportation by plane between Medicine Hat, Lethbridge, Calgary and Edmonton, and to all points outside of Alberta can only be provided by a special requisition issued by Central Office. Travel expenses and authority for providing escorts for children should be authorized by Central Office

All accounts for transportation expenses must be submitted in triplicate to Central Office Accounting.

Where transportation has to be arrranged for a child to attend special schools for handicapped children (e.g. Cerebral Palsy, Mentally Retarded), authority for such expenditure must be obtained from the Child Welfare Branch, Central Office.

Transportation costs for holiday trips or visits to parents are normally the responsibility of the foster parents or parents concerned.

At the time of the initial placement, the social worker is responsible for seeing that the child is properly clothed. Once the child

FOSTER HOME CARE

E. Financial Assistance for Wards in Foster Home Care (continued)

Clothing Standards for Children in Care

Appendix "E", Clothing Standards for Children in Care, has been drawn up to ensure that a child in care is clothed at a standard equal to the community in which he lives. Wards on entering a foster home or institution must have sufficient clothing to meet the required standard. On removal of a ward from a foster home or institution, he must possess sufficient clothing to maintain this standard.

At the time of the initial placement, it is the social worker's responsibility to see that the child is properly clothed. At this time, Appendix "E" should be discussed with the foster home mother or institution, with a copy being left in their possession if this is considered desirable, and a clothing order made to bring the child's wardrobe up to the required standard. Once the child is initially equipped, the foster mother or institution is expected to supply all the child's normal needs through the cash clothing allowance paid each month. (This is included in the per diem rate paid to most institutions. See Appendix "A", page 4 for foster home allowance.) The worker will not supply extra clothing or issue another requisition as long as the foster mother or institution is receiving the cash clothing allowance. The worker shall check the child's clothing periodically and discuss clothing with the child to ensure that he is receiving the full benefit of the clothing allowance. If it is found on checking that the child is not receiving adequate clothing according to the allowance paid, steps should be taken to remedy the situation and, if all else fails, the child should be removed. In these instances consideration should be given to the closing of the foster home and the clothing situation should be reviewed when an institution comes up for annual licensing.

If, in the worker's opinion, there has been deliberate neglect on the part of the foster mother or institution in regard to clothing, arrangement may be made by the worker through the Child Welfare Section of the Accounts Division in Central Office to make a suitable cash deduction from the amount due the foster home or institution to cover the replacement of clothing purchased to maintain the standard. These arrangements should be made immediately by telephone or telegram or in the case of Calgary by teletype, with confirmation by memorandum to the accountant.

Each regional office supervisor will check the list of clothing submitted by the workers and must control these orders to reasonable items, prices, and quantities in line with the standard. The amounts expended must be checked and should approximate the amount given to homes on cash allowances, otherwise the cash allowance system will be jeopardized.

Clothing for the initial order can be purchased locally by the regional office supervisor or the worker making the placement. Workers may be guided by Eaton's or Simpsons' catalogues, medium price range for all items. Quality of clothing should be based on "would I buy this for my own child".

FOSTER HOME CARE

E. Financial Assistance for Wards in Foster Home Care (continued)

Should a foster mother, in rural areas or otherwise, wish to purchase the items for this initial order in Edmonton or Calgary, the order should be completed on form DPC 9. No price limitation should be inserted. In Edmonton, the suppliers should be shown as T. Eaton Co. Attention: Mr. Munroe, Basement Store; Army and Navy Department Store, North Side Branch, Attention: Mr. Goldsmith; Zellers' Dept. Store Ltd., 101 Street: Attention: Mrs. Verbitzky,or Hudson's Bay Co., Jasper Avenue, Basement Store, Attention: Mr. Bustard; In Calgary, the supplier is shown as T. Eaton Co., Attention: Mr. Francis Hammond or Mrs. M. Fowle, personal shoppers. Full information on completing DPC 9 is outlined on Page 8, Administration 3.

Separate files may be opened for each child for clothing orders only and kept in a separate filing cabinet or part of cabinet. Cancelled files shall be cleared monthly and destroyed.

Those institutions that are not on the clothing allowance system shall continue to requisition clothing for the child in their care in the spring and fall.

Special authority can be obtained from central office to pay for such special clothing needs as orthopedic shoes or special clothing which has to be specially made for a handicapped child, etc.

In all instances where special clothing purchases are made on behalf of wards under care in foster homes which are in receipt of cash clothing allowances, an explanation must be made on the face of form DPC 9 under the heading Emergency Particulars describing why the purchase was made.

Refund of Clothing Allowances

The following procedure is to be followed where children are moved from one foster home to another and a portion of their clothing allowance has been collected from the foster home where they had been living to be turned over to the new foster mother in the following manner:

1. The social worker should collect the amount to be turned over and take it back to the regional office. An interim receipt should then be issued to the foster mother making the refund.

2. The amount collected and the pink copy of the interim receipt should then be remitted to the Accountant at Central Office, together with a notation of the new foster home which is to receive the money. Cash remitted to Central Office should be sent by registered mail.

3. A receipt will be issued at Central Office to the Regional Office and the money placed in General Trust. A voucher will then be drawn making payment to the new foster home. This procedure will take approximately a week to ten days.

CHILD WELFARE 4 (continued)

FOSTER HOME CARE

E. Financial Assistance for Wards in Foster Home Care (continued)

Where a child is moved in the month in which the spring or fall allowance is paid, the allowance will be paid to the new foster home regardless of the number of days the child has been in the home during the month. The regular monthly allowance will be paid to the home where the child has been staying for more than fifteen days.

DENTAL CARE

Where a ward is not in receipt of a medical card, only emergency work should be authorized and these accounts should be submitted in triplicate to Central Office for processing and payment. The dentist must give particulars regarding services rendered and date incurred, full and correctly spelled name of child and foster mother's name and address. In the case of out-of-province wards, routine dental work, fillings, extractions, etc., up to $100.00 can be authorized by the regional office supervisor. All dental work over $100.00, as well as provision of dentures for these children, must be authorized by Central Office with the accounts to be proceesed as shown above. In no case should the foster mother pay dental accounts on behalf of children in their care.

If a dentist believes that orthodontic care is necessary for a ward not covered by a medical card, a child on a non-ward basis or an out-of-province ward from Saskatchewan and British Columbia, he may refer the child to an orthodontist who will carry out diagnostic procedures, prepare an estimate of the work required and forward this material to a committee set up by the Alberta Dental Association. If the committee agrees with the orthodontist's recommendation, it will authorize the work, set the fee, and make payment through the Dental Association: if the committee does not agree with the recommendations, $25.00 will be paid through the Association for his preparatory work. Authorization form DPW 27 will be used to request these services. If the ward is from any other province other than the two shown above, permission must be obtained from the home province before this work may be authorized. In these cases the worker may not complete DPW 27 before consulting with Central Office.

Where a child has been issued a medical card, the foster mother should request the dentist to submit accounts directly to the Alberta Dental Association, Tegler Building, Edmonton. Should orthodontic treatment be required, the orthodontist will follow the procedure shown directly above, but no prior referral to this Department will be necessary.

A dental examination should be arranged for the child as soon as possible after the initial placement. The foster mother should be encouraged to take the child to her family dentist and arrange for the child's transportation to the dentist in the same way as she would for her own child.

Each child shall have an annual dental examination.

MEDICAL CARE

It is the responsibility of the person apprehending the child to arrange for a medical examination within three days of apprehension, using form DPW 101. The medical health history will be completed as fully as possible. However, should the child come into care without this medical examination, it will be the worker's

CHILD WELFARE 4 (continued)

FOSTER HOME CARE

E. Financial Assistance for Wards in Foster Home Care (continued)

responsibility to see that the child receives a full medical examination. This applies to children made temporary wards, children made permanent wards directly through District Court, children coming into non-ward care, and wards of other provinces moving to Alberta with their foster parents. It is also the full responsibility of the social worker to see that the doctor's recommendations are carried out (e.g. medicine or drugs provided for the foster mother, surgical operations arranged for, etc.).

The social worker should encourage the foster mother to take the child to her own family doctor and arrange for the transportation of the child to the doctor as she would her own child.

The social worker shall arrange for the child to receive an annual medical examination.

All wards of the Government are eligible for medical cards with the exception of the following classes:

1. Permanent wards under three months of age.
2. Government wards in ~~the Provincial Training School, Deerhome, Linden House, Baker Sanatorium, Aberhart Memorial Sanatorium and~~ Indian Residential Schools.
3. Government wards living outside Alberta.
4. Government wards who are in the Armed Services.
5. Government wards placed for adoption.
6. Government wards who are living with their parents on a trial basis.
7. Government wards who are self supporting.
8. Government wards of another province.

Once the medical card has been audited, it will be sent to the regional office. It will be the responsibility of the regional office to issue the card to the foster parents or institution in whose care the child has been placed. The worker should make sure that the child's medical card number is shown on the file and the yellow card.

The medical card covers medical, psychiatric, orthodontic, dental and optometric care and physiotherapy treatment in the outpatient department of a hospital. On a doctor's request the services of a private physiotherapist may be used with the approval of the Department of Health. Under no circumstances should DPW 27 be used to authorize any of the above services when a child is issued a medical card. If the child does not have a medical card, DPW 27 may be used to authorize such services, with the exception of optical where DPW 86 must be used. No fee should be shown on the face of these forms. Approval must be received from Central Office for physiotherapy treatment if the child is not covered by a medical card.

Major surgical operation where risk is above average must be authorized by Central Office. Purchase of an artificial limb, hearing aid, etc., must be authorized in the same manner. A memo shall be submitted in duplicate outlining the reason for the operation or prosthesis, with an estimate of the cost of the latter. If an emergency major operation is necessary, permission may be obtained by telephone from the Superintendent or Deputy Superintendent but shall be confirmed by memo in the usual way. In the case of a temporary ward requiring a surgical operation, the regional office should consider the advisability of notifying the natural parents prior to authorization.

FOSTER HOME CARE

E. Financial Assistance for Wards in Foster Home Care (continued)

Doctors should submit their accounts directly to the College of Physicians and Surgeons, if the child is covered by a medical card. If the child does not have a medical card, these accounts should be submitted to Central Office. Workers should know the doctors' accounts are carefully checked in Central Office and paid according to the rates laid down by the College of Physicians and Surgeons.

MEDICINES

The Department of Public Welfare will be responsible for medicines only if prescribed by a doctor. It will not be responsible for payment of patent medicines and such items as aspirin, laxatives, tooth paste, etc. The druggist should be asked to submit his account directly to the regional office for checking and forwarding to Central Office.

HOSPITALIZATION

Children in care of the Superintendent of Child Welfare may be admitted to public ward care in hospital. If a child is covered by a medical card, deterrent fees, which vary from hospital to hospital throughout the province, are the responsibility of the Department of Health and the hospitals will submit their accounts directly to that Department. If a child is not covered by a medical card, the hospitals should submit their accounts directly to the regional office for checking and forwarding to Central Office.

All arrangements for the hospitalization of the child should be made by the social worker in consultation with the foster mother. This Department will pay the board rate for the child for up to and including seven days that the child is in hospital. Hospitalization beyond seven days must be deducted from the maintenance account.

EMERGENT ILLNESS

If the child is ill, the foster mother should call the doctor immediately and, where possible, take the child to the doctor, advising the social worker she has done so. It should be impressed upon the foster mother the necessity of advising the social worker of all illnesses requiring the doctor's attention.

Responsibility for giving consent to any minor surgical operations rests with the regional office supervisors. Any major surgery or any operation which could endanger the live of the child should first have the consent of the Superintendent of Child Welfare.

USE OF DPW 101 - CHILD'S HEALTH HISTORY

As mentioned previously under medical care, it is the responsibility of the person apprehending the child to arrange for the initial medical examination. From then on it will be the responsibility of the social worker to see that the necessary information on the child's visits to the doctor is on file. The child's doctor will be forwarding copies of all accounts which show the diagnosis and treatment, so the medical record may be kept up to date. These copies may be stapled in the pocket supplied for this purpose as the medical record. Should the pocket become

CHILD WELFARE 4 (continued)

FOSTER HOME CARE

too full or if a child is not yet on a medical card, a medical running record should be set up and kept on file as part of form DPW 101. All information on a child's x-rays for tuberculosis and requests for re-testing should also be kept in the pocket on the reverse side of DPW 101.

IMMUNIZATION RECORDS

In Edmonton and Calgary, the immunization of the pre-school child is the joint responsibility of the nurse and the social worker. At all other points

CHILD WELFARE 4 (Continued)

Foster Home Care

Financial Assistance for Wards in Foster Home Care (Continued)

Immunization Records (Continued)

it is the responsibility of the worker to ensure that the foster mother takes the child to the local health unit for the necessary inoculations and vaccination. Though regulations differ at the various health units, usually an infant begins his immunization program at two to three months of age. In Edmonton and Calgary, if the immunization has been done by the nurse, the foster mother will be provided with a card showing the inoculations given, on DPW 135, Immunization Record. If the immunization has been provided by a health unit, the unit will also provide the mother with a card showing the kind and number of inoculations. Should it be necessary to move a child, the worker should make certain that either of these cards accompany the child.

Where an older child is concerned, the immunization record will either be kept at the school or at the local health unit. If a child is to be moved into another area, it is the worker's responsibility to obtain a copy of this record along with the child's school transfer and report card. In many cases this can be arranged through the foster mother.

In all areas when a child startsto school in the first grade, he will be given either a "Patch" or Mantoux test to ascertain whether he has been in contact with tuberculosis. If the test should prove to be positive, he will be required to have an x-ray of his chest and it will be the worker's responsibility to make sure that this is done and that any recommendations given by the doctor following this procedure are carried out.

FOSTER HOME CARE

E. Financial Assistance for Wards in Foster Home Care (Continued)

In the case of accident or illness when the child is a non-ward, the regional office should notify the child's parents also and this should be done without delay.

Referral to a Specialist in Edmonton or Calgary

If the child supervised by a regional office requires special medical or hospital care (e.g. admission to the University Hospital, Edmonton, for brain surgery) the local doctor will send the diagnosis, x-rays and full information directly to the specialist and request an appointment. The Child Welfare Commission must be kept fully informed of the situation and when arrangements for the examination are made, arrangements for the transportation and supervision of the child will be made between the two regional offices concerned.

Medical Care for Children on View to Adoption Placement

See Child Welfare 5 - Adoption, page 11, section entitled "Medical Care for a Ward After Child Placed View to Adoption".

Use of Public Health Nursing Service

It is the worker's responsibility that all children receive the full program of immunizations and vaccination. Children with cerebral damage (such as an epileptic or a child with cerebral palsy) should be referred to a physician for inoculations. The whooping cough inoculation could cause the child's death if not properly administered in cases such as this. As soon as a child is placed in a foster home the local health unit should be contacted and provided with a record of the child's inoculations and vaccination. Workers should encourage foster parents to provide the same immunization program for children in care as they would for their own child. Foster mothers caring for infants should be encouraged to attend "Well Baby Clinics". If the foster mother is unable to take the child for inoculations or vaccination the social worker should try to make special arrangements for the public health nurse to visit the child in the foster home and complete the child's immunization program in this way.

If the foster mother refuses to have a child inoculated or vaccinated (usually on religious grounds) the regional office supervisor should give permission to the local Medical Health Officer to provide such services as long asit can be shown that there is no medical reason for the foster parent's refusal.

The child's record of immunization should be transferred with the child's file when a foster home placement is made in another region.

CHILD WELFARE 4 (continued)

FOSTER HOME CARE

E. Financial Assistance to Wards in Foster Home Care (continued)

Wards in need of eye care may be referred to optometrists, oculists or ophthalmologists. It is anticipated that the choice will usually be made jointly between the social worker and the boarding-home mother. The distinctions between the three groups are as follows:

According to the College of Physicians and Surgeons, 'oculist' and 'ophthalmologist' are interchangeable terms for a medical doctor who specialized in work on the eye, is licensed to prescribe medication, and is capable of performing eye surgery. An optometrist is not a medical doctor. The definition of an optometrist, as given by the Alberta Optometric Association, is: 'A university graduate, holding the degree of Doctor of Optometry. He is trained to measure the refractive and muscular problems of the eyes and to prescribe the corrective measures necessary to alleviate the discomforts and inefficiencies resulting from these problems. He is also qualified to recognize diseased conditions as manifest in the eye'. In addition to the three specialists, there are opticians who are retail fitters.

Where a child is covered by a medical card, the ophthalmologist or oculist will send his refraction account to the College of Physicians and Surgeons and the optometrist will refer his to the Department of Health. No child shall be sent to an optician for an eye examination. If a child is not covered by a medical card, Authorization form, DPW 86, shall be used, completed in quadruplicate. The file number must be shown. The original and two copies of the Authorization will be given to the child to be presented by him to the eye specialist or optometrist. The fourth copy is retained by the regional office. The examiner will send two copies of the Authorization to the Department of Health, together with the prescription in duplicate and account in triplicate. The prescription must show the name of the wholesale house whom the examiner wishes to make up the glasses All prescriptions for glasses must be filled directly by a wholesale laboratory,whether or not the child is in possession of a medical card. Hardex lenses will be approved. The following types of frames, all of which carry a one-year guarantee,covering replacement of front, temples or entire frame, if necessary, are available to children in care:

American Optical Company,	311 Empire Building, Edmonton 615 Lougheed Building, Calgary	Sugar Plum - Times Serenade
Hudson Optical Company,	216 Tegler Building, Edmonton Bentall Building, Calgary 10 Albert Block, Lethbridge Box 309, Lethbridge	Jamestown - Miss Priss - Pinky
Imperial Optical Company,	333 Tegler Building, Edmonton Greyhound Building, Calgary 4919 - 49 Street, Red Deer Cooper Building, Lethbridge 647 - 2nd Street, Medicine Hat Box 3089, Grande Prairie	Roslyn - Fraser, Solid Fraser, T. Tone - Marie, Clear Bridge Shell
Kahn Optical Company,	4 McFarland Building, Edmonton 236A - 8 Avenue W., Calgary	Kathy - Judy - Collingwood - Richard

FOSTER HOME CARE

E. Financial Assistance for Wards in Foster Home Care (continued)

As guaranteed frames are being provided, no repairs will be paid for by the Department of Health for such frames during the guaranteed period. When a child breaks his glasses during this period, they should be taken to the wholesale laboratory that issued the original frames or lenses. Shown above is a list of wholesale laboratories and their addresses. If a child is not covered by a medical card after the guarentee period, repairs may be authorized on DPW 16 by striking out the word 'Examination' and substituting 'Repairs'. The file number must be shown on this form. The regional office will retain one copy of the authorization, the others are forwarded together with the glasses to the Department of Health, Room 208, Administration Building, Edmonton who will authorize the repairs and forward the glasses to the wholesale house. The glasses will be returned directly to the child from the laboratory. Accounts for the provision of glasses and repairs will be paid by the Department of Health. If a child is covered by a medical card, no authorization is necessary for repairs, but the glasses must be forwarded to the Department of Health for forwarding to the proper wholesale house.

When an appointment is made with an optometrist, it is understood by him that he will be responsible for the examination, and, when necessary, refraction of the child and will assist in the selection of approved frames and obtain frame dimensions. He will verify the accuracy of the prescription upon its return from the laboratory. He will properly fit the glasses to the child. Under no circumstances is the worker to give authorization for glasses and repairs where a child has a medical card. No commitments concerning payment shall be made to any optometrist or wholesale house. Matters of this nature should be referred directly to the Department of Health.

If, upon examination, it appears that a child requires pathological treatment, the optometrist will refer the case back to the regional office in order than an appointment may be arranged with an ophthalmologist or oculist.

Burial and Funeral Expenses

If a ward dies, the worker should immediately advise the Superintendent of Child Welfare. In most cases the worker should arrange with a doctor for a post mortem to determine the cause of death. This is particularly important when

FOSTER HOME CARE

E. Financial Assistance for Wards in Foster Home Care (Continued)

child dies in a foster home and the foster mother blames herself, usually quite wrongly, for the child's death. The post mortem will determine the real cause of death.

Arrangements for burial should be made with a local funeral home by the worker.

Rates paid for total services are as follows:

Still born infant	$ 25.00
Child up to one year	60.00
Child from one year to 12 years	100.00
From 12 years and over	175.00

The worker may purchase a funeral spray or wreath not costing more than $5.00 and charge it to the Child Welfare Branch.

Whether or not the parents of the child will be notified of the death of the child will be determined by the circumstances under which the child came into care and whether they can be located or contacted.

Accounts shall be submitted to regional office in triplicate and forwarded to Central Office in the usual way.

When a child in non-ward care dies, all funeral arrangements and costs are the responsibility of the child's own parents. If they are financially unable to meet these expenses they should apply for assistance under the social assistance program offered by the municipality or province.

School Supplies and Text Book Rentals

School text books and supplies required are to be listed on the School Requisition Form, DPW 540, and signed by the teacher. Supplies may be purchased locally and payment reimbursed on board accounts or payment may be made directly to the vendor, but all accounts must be accompanied by the form DPW 540. Regional offices must advise foster parents to use discretion in ordering, otherwise Central Office will be obliged to cut its payments and ask the parents to assume what it considers is superfluous.

Gym shoes are not considered school supplies and must be purchased out of the clothing allowance or family allowance.

Non-Resident School Fees

Examination fees and tuition fees should not be paid as The School Act exempts children who are wards of the province. Local School Boards are also reimbursed $120.00 a year by the Board of Education for each ward of the government in an institution attending a local school. No reimbursement is made for wards in foster homes.

FOSTER HOME CARE

F. Family Allowance

Family Allowance Payments for a Child in Care

When a copy of the committal order is received by the Child Welfare Commission immediate application is made by the Child Welfare Branch to the Family Allowance Division requesting that the Family Allowances be made payable to the Superintendent of Child Welfare. This cancels payment to the child's parent. To avoid overpayment to the Child's own parent it is important that the worker ensure that a copy of the committal order is forwarded to the Child Welfare Commission immediately after the court hearing. If there is any delay, the child will be deprived of spending money for the first period of the placement.

It must be noted that if the child continues to live in the home in which he was staying at the time of apprehension and boarding home payments are made to that person, the Child Welfare Branch will still apply for the Family Allowance even though that person having custody of the child was previously in receipt of Family Allowance on behalf of the child.

Free Foster Home

If a child is in a free foster home the Child Welfare Branch notifies the Family Allowance Division and, upon application, the foster mother receives Family Allowance for the child direct.

When the Child is View to Adoption

Family Allowance payments are made directly to the adopting parents. The Adoption Placement Section of the Child Welfare Branch will make application for the Family Allowance payments to go directly to the adopting parents.

Eligibility for Family Allowances

Family Allowances are paid on behalf of a child until he reaches his sixteenth birthday if he continues to be eligible in other respects. When a child under sixteen becomes employed, ceases to attend school, or goes outside Dom. of Canada (e.g. to the U.S.A.) for three months, he is no longer eligible for Family Allowance and the worker supervising the child must notify the Child Welfare Branch immediately so that there will be no overpayment.

Children who are not attending school for reasons of physical or mental handicap, or who for other reasons have discontinued their education but are not self-supporting, are eligible for Family Allowance. If a child is admitted to hospital for a period of more than one month, Family Allowance is not paid for the second and succeeding months the child is in hospital.

If the child is in care for one month or less no change in payee from parent to the Superintendent of Child Welfare is made. The Child Welfare Branch can be made payee of Family Allowance only in the month following the month the Branch submits an application for Family Allowance.

F. Family Allowance (continued)

Disbursal of Family Allowances

Family allowance payments are used primarily to provide spending money for the child. The balance is placed in a trust account for each child. After the trust account balance reaches $25.00, part of the allowance is used for the child's maintenance in the boarding home. This must be understood by both the worker and the boarding home mother.

Family Allowance Payments direct to Foster Mother

After the child has been in the foster home for one year, Family Allowance payments can be made directly to the foster mother (see Appendix"A", page 2.) Spending money and all other items normally purchased with Family Allowance (including Christmas presents) will then by the full responsibility of the foster parents. The procedure laid down in Appendix "A" for such application by the foster mother will be closely adhered to.

Family Allowance Trust Account

A Family Allowance Trust account is set up for each child. The account is held in trust by the Child Welfare Branch until the child is discharged from care to his parents, becomes of age, or the money is used for special services provided for the child on the worker's recommendation.

When a child is discharged from care to his parents, the regional office must advise the Child WelfareBranch what disposition is to be made of the balance in the trust account and this information should be forwarded by separate memo at the time of discharge.

Use of the Family Allowance Trust Account

Family Allowance Trust account monies can be used only for the specific child and cannot be used for other members of the family or for a group purchase. The funds available are designed to provide special extras that the foster mother could not normally be expected to provide. Music lessons, bicycles, Scout, Guide and Cub uniforms are some of the normal uses for hhis fund. Workers should check with the Child Welfare Branch to see if there is sufficient amount in the child's trust account before recommending a purchase. Authorization for purchases from the trust account will be issued by Central Office or, if cash is required for a specific purpose a cheque will be mailed from Central Office directly to the child or to the regional office.

Youth Allowances

Youth Allowances of $10.00 a month are payable on behalf of dependent children who have passed their sixteenth birthday and not attained the age of eighteen, who are in full attendance at school or university or unable to attend because of physical or mental infirmity. Payment is not made during July or August for other than disabled children, but is subsequently received in September if the child continues at school. Attendance must be verified by a school official and inability to attend by medical certificate.

As foster parents receive $6.00 per month spending money, included in the board account, for wards in this age group, Youth Allowances are not transferred. The balance of the Allowance, $4.00 is used to partially reimburse the Department for maintenance costs.

FOSTER HOME CARE

F. Family Allowance (continued)

If a child between sixteen and eighteen years of age leaves school, a placement slip must be completed showing the exact date in order that the allowance may be cancelled.

G. Admission of Wards to Institutions Operated by the Mental Health Division

When a child is admitted to any institution operated by the Mental Health Division (Alberta Hospital, Ponoka; Alberta Hospital, Edmonton; Alberta School Hospital, Deerhome and Linden House, Red Deer and Baker Sanatorium (Defective Unit), Calgary), the guardian of the child is listed as the Director of Child Welfare.

Alberta School Hospital: Arrangements for the transfer of wards to the Alberta School Hospital, formerly called the Provincial Training School, must be made through Central Office. Application forms must be forwarded to the Director of Child Welfare for his signature. The actual application is completed by the Child Guidance Clinic.

Linden House: Arrangements for the admission of wards to Linden House at Red Deer should be made through Central Office. All applicants before being admitted must be examined and screened by the Child Guidance Clinic.

H. Consent to Marriage

A ward under 21 years of age wishing to marry should forward to the Superintendent of Child Welfare, through the regional office, the Consent of Parent or Guardian form obtained at the time of application for Marriage Licence is made. The Director of Child Welfare will sign the consent only on the recommendation of the Regional Office Administrator.

Wardship will be discharged by Order-in-Council after the marriage has been verified.

I. Firearms and Driver's Licences

In those rare instances where the Supervisor, worker and foster home parents or institution agree that it is in the child's best interests to operate a motor vehicle, the Administrator or worker may sign as guardian on the application for an operator's licence. Should the driving privilege be abused in any way, the worker must immediately get in touch with the Motor Vehicle Branch of the Department of Highways in order to make arrangements for the revoking of the licence. Under the Motor Vehicle regulations, a ward on attaining his eighteenth birthday may obtain this licence without having the application signed by a guardian.

Generally, wards should be discouraged from possessing firearms. However, in the exceptional case where a ward has evidenced a high degree of responsibility and the foster parents are capable of and willing to provide the proper supervision, the Administrator and worker may agree on the ward's possession of this article. Should a ward request a firearm, it is suggested that consideration should be given to the supplying of alternative recreation equipment, such as fishing tackle, boxing gloves, etc., if there are sufficient funds in his trust account for such a purchase.

FOSTER HOME CARE

K. Camp Fees

If, after consultation by the administrator and worker, it is considered advisable for a child to attend camp during the summer months, camp fees not exceeding $4.50 per day for a period of not more than twelve days may be authorized by the use of DPW 27. The account submitted by the camp must include the authorization signed by the regional office administrator, as well as a brochure showing the regular camp fees. Transportation to and from camp may also be authorized. If a child is attending a camp where the fees charged are higher than the above rate, the worker must make it clear that if they accept the child at the camp, they must be prepared to accept the $4.50 per day as a maximum payment from the Department.

Where institutions provide their own camping program, using any of the institutional staff, they have a choice of billing this Department at their regular per diem rate or of charging a camp fee not exceeding $4.50 per day for a maximum of twelve days. The twelve-day limit is not applicable to the William Roper Hull Home or the Kiwanis Children's Society Camps.

L. Vacations with Foster Parents

While foster parents should be encouraged to include the children in their care in any holiday plans, they must be aware that they are financially responsible for the child's maintenance during this period.

If the vacation is taken within the Province, no special authorization is required. However, the social worker should provide the foster parents with a letter of permission if the child is to be vacationing in any other Province in Canada. If a holiday is planned in the United States, this permissive letter must be requested from Central Office by the worker.

M. Claims from Estates

If the cash assets of an Estate held in trust by the Public Trustee for a ward are in excess of approximately $1,000.00, a claim may be made against it for maintenance costs. Should such an Estate come to the attention of a worker, Central Office is to be notified and a decision will be made on the extent of the claim. The regional office will be advised of any decision made in this regard.

DEPARTMENT OF PUBLIC WELFARE
EDMONTON, ALBERTA

February 13, 1967

CHILD WELFARE 5

ADOPTIONS

A. Applications to Adopt

(a) Applications Forms

All applications to adopt children in the Province of Alberta shall be made through offices of the Department of Public Welfare.

Residents of Albera who wish to make application to adopt a child in this province should be encouraged to make such application directly to the nearest regional office. If such applications are made to Central Office, the applicants will be referred to the nearest regional office.

All out-of-province applications will be handled by the Child Welfare Branch, Central Office.

Under the provisions of Part 3 of the Child Welfare Act, Section 47, an adult person over the age of 21 may apply to the Child Welfare Commission to adopt an unmarried minor as his child. Form D.P.W. 5 C. W., Application for a Child with a View to Adoption, shall be taken in triplicate from prospective adoptive parents by the regional office worker.

If, in the opinion of the regional office supervisor, the applicants could not be accepted as adopting parents because of age, finances, housing, etc., the applicants should be discouraged from proceeding with their application. Many such applicants will voluntarily withdraw their application if the supervisor carefully explains the requirements for adoptive parents. If the applicants insist on proceeding with their application despite the advice of the regional office supervisor, then such an application should be forwarded to the Director of Child Welfare with a full report from the regional office supervisor.

Application forms shall only be given to those who personally intend to adopt a child or children. Persons inquiring on behalf of others wishing to adopt a child should be advised to have the intended applicants make their own request for application forms.

Those applicants who come to the regional office for application forms and who have not previously adopted children shall be interviewed by the regional office supervisor or a social worker, who will explain requirements and procedures of adoption. This initial interview will enable the supervisor or the worker to become acquainted with the applicants, determine motivation, and establish the basic facts that will later form part of the home study.

Application forms may be sent in response to a request by phone or mail. However, in each case the applicants should be requested to return the application forms in person to their regional office if at all possible, in order that they may have an initial interview before actually filing their application.

(b) Additional Documents to be secured by Regional Offices

At the time the applications are either mailed or given to the applicants, their

CHILD WELFARE 5

ADOPTIONS

A. Applications to Adopt (continued)
(b) Additional Documents to be secured by Regional Office

attention should be drawn to the required documents listed on the reverse of the adoption application form, which are to be returned with the completed form.

The list of documents includes:

1. Marriage certificate.
2. If divorced, a certified copy of the decrees nisi and absolute.
3. If applicable, death certificate of former wife or husband.
4. A medical report from applicants' family doctor to cover both husband and wife. (A form has not been prepared for this. The doctor should state the general condition of the applicants' health, having in mind their ability to accept the added responsibility of a child. Mention should be made of any illness which might affect life expectancy.)
5. A recent snapshot of applicants and children, if any, preferably taken in front of their home.

(c) Procedures to be Followed by Regional Office upon receipt of an Adoption Application

All applications to adopt children must be submitted in triplicate, one copy for each of the following:
Central Office
Regional Office
Adoption Placement Workers in either Edmonton or Calgary Regional Office

In the event that an application is received by a regional office other than the office in the applicants' area, it may be accepted, but the applicants must be advised that future contacts should be made with their local regional office. The three copies of the application shall be forwarded to the proper regional office with an explanatory memo.

The local regional office will immediately forward the original copy of the completed application to Central Office and commence processing the application. The Regional Office must:

1. Check application to see that all questions have been answered completely and correctly. The worker should not fill in missing information; this must be done by the applicant.
2. Make certain that the writing is legible in order to avoid errors when making out the final adoption papers.
3. Secure the original marriage certificate or a certified copy (marriage books are not acceptable). If the names of the applicants, as given on the adoption application form and the marriage certificate or other documents, are not identical a memo should be attached to the home study when it is forwarded to Central Office, stating the names of the applicants as given on their birth certificate. It should be noted that the names of the applicants as given on their baptismal certificates are not their legal

ADOPTIONS

A. Applications to Adopt (continued)

(c) Procedures to be Followed upon Receipt of an Adoption Application

names whereas the names on their birth certificates are. If the applicants have had a change of name, an original copy of the Change of Name Order should be enclosed with the application.

4. Secure certified copies of decrees nisi and absolute if either of the applicants have been married previously and divorced. If the divorce has been obtained outside of Canada it will be necessary for the home study to include particulars of the residence of both parties to the divorce for one full year immediately prior to the granting of the divorce decree.
5. Secure death certificate or other proof of death if previous spouse has died.
6. Obtain confidential report from references named, none of whom may be related to the applicants. If the references live within the region, regional office workers should interview them personally. If they live outside the region, confidential form, D.P.W. 13, should be forwarded for completion. If the confidential form is not returned within three weeks, regional offices should follow through with a letter asking that the form be returned at an early date. If the form is still not forthcoming, the regional office should ask the applicants to give another reference. If the references given are not satisfactory or do not cooperate in the giving of confidential forms, the applicants should be asked to give other references. In each case where the references indicate that the applicants would not be suitable adopting parents or the reference has reservations about their ability as parents, the reference should be interviewed personally either by the regional office worker or the regional office supervisor where the reference resides.
7. Obtain a snapshot of applicants and family, explain to the applicant how this will assist the placement worker in selecting a child to offer them.
8. Complete typed home study in triplicate (see Appendix B, The Adopting Home Study Outline).
9. When applicants are of different religious faiths, religious form A15 must be completed showing the faith the child shall be raised in.

(d) Approval or Rejection of the Adoption Application - Regional Office

When an adoption home study is completed by the worker, the regional office supervisor will carefully read the home study, pointing out to the worker any errors or omissions, and check to see that all legal documents are enclosed and checked off on a check list sheet. If the regional office supervisor is satisfied with the home study and concurs with the worker's recommendation, then the regional supervisor will sign the bottom of the home study. None of the documents submitted, with the exception of the snapshots, will be returned to the applicants if the application is approved.

Three copies of the home study will be typewritten for the following:

1. Central Office
2. Either Edmonton or Calgary regional office for the adoption placement

ADOPTIONS

A. Applications to Adopt (continued)

(d) Approval or Rejection of the Adoption Application - Regional Office

workers--to be forwarded by Central Office, following approval, along with a copy of approval memo, and application.

3. Regional Office file

Two copies of the adoption home study and the necessary documents shall be stapled inside one copy of the application and shall be forwarded to Central Office by registered mail. The local regional office shall retain one copy of the application and one copy of the home study only.

If the Director of Child Welfare, on reviewing the application and supporting home study and documents, agrees with the recommendation of the regional office supervisor, a memo will be sent to the regional office to this effect and the regional office will advise the applicants that the Director has approved their home for placement of a child.

B. The Adoption Home Study

All workers will follow the outline of the adoption home study in Appendix B. This is to be considered as the minimum information required and not the maximum.

Recognizing the prime importance of adoption placements, it is considered vital that sufficient contact be made with the adopting parents before completing a home study. If the adopting parents are well known to the worker then only a minimal contact to complete the home study will be required. If the applicants have previously adopted a child and wish to adopt another child within a short time, only one visit to bring the previous home study up to date will be necessary. Quality, not quantity, is important in the home study and the number of visits needed will vary with the particular circumstances. In the vast majority of cases, the first interview with the adopting parents can be held in the office at the time the application form is filled out by the adopting parents. In no instance will the adoption home study be completed without interviewing both adopting parents. If it appears that the application may be or should be rejected, then the worker should be doubly sure of his facts and reasons for the rejection of the application.

C. Adoption Application from Working Mothers

In considering adoption applications from married couples where the female applicant is employed in a part or full-time capacity the following aspects of their situation must be considered:

1. That the mother agrees to be in the home full time for a period of not less than one month, and preferably two to three months following the placement of the child. It is felt that this period is necessary regardless of the age of the child placed, in order that the mother may become acquainted with the habits of the child, set up a daily routine agreeable to the baby's well-being, and that the child may establish an identity with his new parents. One month is felt to be the absolute minimum time and this could be the

ADOPTIONS

C. Adoption Applications from Working Mothers (continued)

annual vacation of the mother with possibly an extra week in some cases. In the case of an older child, it is felt that a two month period is not too much to ask which could be, in the case of a teacher, the annual summer vacation period.

2. The child should be cared for by a satisfactory housekeeper or babysitter in the adoptive home. The child would then establish a firmer association in his own home rather than being taken from the home every day to be cared for in another setting.
3. It is recognized that there may be some instances where the adoptive father would be able to care for the child in the mother's absence, depending upon the working hours of the parents.

It should be understood that these applications will be reviewed very carefully and that each case will be judged on its own merits, since it is most difficult to completely categorize every working situation that a prospective mother would present.

D. Adoption Applications from Single Persons

In considering adoption applications from single people the same criteria as outlined in the previous section on adoption applications from working mothers should be followed. A much more detailed home study should be completed in these cases, as the single parent will have to carry a greater responsibility for the rearing of a child than a married parent who can share the responsibility.

E. Placement Procedures

(a) General

The majority of placements of children in adoptive homes are made through the Calgary and Edmonton Regional Offices after review and approval by the Director of Child Welfare. The Calgary Regional Office supervises placements from approximately Bowden south to the border, and the Edmonton Regional Office from Bowden north. Both offices have copies of the approved applications from the prospective adoptive parents within their respective areas, as well as any applications which have been forwarded to them for selection of a child by Central Office.

(b) Selection of a Child

When a child has been completely cleared legally and passed medically as fit for adoption the social worker, on whose caseload the child is, shall bring the child to the attention of the worker responsible for choosing suitable adoptive homes for the children in the area (the home selected for a specific child shall hereafter be referred to as a proposal). In the case of older children, it is desirable that the child's worker be consulted regarding the choice of the adoptive home. It is a practice that children are not placed in adoption homes in the same area where they were born or where their mother has been residing or employed.

The chosen adoptive home shall be referred to the placement supervisor of the regional office who will review both the child's social history and the adoption application particulars, will discuss the selection with the worker and, if satisfied,

ADOPTIONS

E. Placement Procedures (continued)

(b) Selection of a Child

will refer the proposed placement to the placement supervisor at Central Office by teletype or memo.

(c) Approval of Proposed Adoption Placement

When the teletype or memo is received, the placement supervisor, Central Office, will check the child's Central Office file, will review the adoption application and home study report, and if the proposal appears to be satisfactory will forward written authorization by teletype, (Form D.P.W. 523 to follow by mail), granting permission to contact the adoptive parents. It must be noted that no approved applicants are to be contacted regarding a specific child with a view to adoption until permission has been received from Central Office.

Babies born in rural hospitals and surrendered shortly after birth often require a foster home arrangement to be made for them locally by the regional office. Most of these infants are subsequently moved to Edmonton or Calgary for adoption planning. There will be an increasing number of occasions when the regional office will be requested by the placement supervisor to assist in making placement of older children with adoptive parents. Again, written authorization (D.P.W. 523) shall be forwarded to the regional office concerned before the adopting parents are advised that a child has been selected for them.

(d) Contacting the Adoptive Parents

When placement authorization is received the worker will contact the applicants to make an appointment for them to come to the regional office to discuss the child's history and then to see him. Generally, babies are placed from the cities of Edmonton and Calgary and it may be necessary for applicants to make a trip to either city at the time of placement, in accordance with arrangements made by telephone or advice received by letter.

In some cases, usually when the placement of an older child is being considered, Central Office may forward to the regional office the child's placement information sheet and a snapshot, and ask the supervisor to contact the applicants and discuss the proposed placement with them. This will give the prospective parents an opportunity to consider the child carefully and be a little more certain of their interest in making the trip to Edmonton, Calgary, or wherever the placement is being made and to remain there for the necessary time to effect a satisfactory placement.

The child's parental history, his development, health and personality shall be discussed with the parents. No identifying information regarding the child's natural parents shall be given to the child's adopting parents. The child himself will be brought to the office, or some other location which seems suitable, to be shown. When an infant is placed, the identifying bracelet shall be removed and his name omitted from any diet sheet or formula bottle or medication.

Following the initial visit, it is important to give the prospective parents

ADOPTIONS

E. Placement Procedure (continued)

(d) Contacting the Adoptive Parents (continued)

sufficient time to consider the child and thoroughly discuss between themselves or with the worker any feeling of uncertainty or hesitancy. Sometimes parents may not be completely satisfied with the child selected or with his parental background history. They should be assured that their rejection of the first child will not prejudice their chances of considering another. However, the worker must endeavor to ascertain whether their hesitancy is an indication that they are not quite ready to accept any child at that time.

(e) Preparation of the Child for Adoption

The lapse of time between seeing the child and the actual placement in his new home will vary with the age of the child. Young babies can be placed with one visit, but a "getting-to-know-you" period is needed for even a toddler to make the adjustment of leaving his foster parents for adoptive parents. The older child requires more detailed preparation for a move to an adoptive home. He should know what type of home has been chosen and what kind of parents to expect. Visits to the new home and outings with the family are important, especially if there are other children. The older the child, the more actively and knowingly he participates in what is happening to him, and although the initial selection of the family has been made for him, it is the child himself who makes the final decision about the selection.

The placement worker must be aware of the threefold role he fills:

1. in preparing the foster parents and the children in their home to part with the child to whom they have become attached,
2. in helping the child adjust to the change he is making,
3. in assisting the adoptive parents to understand that a child's need for belonging may be expressed in various ways.

Each placement must be considered individually and it is the worker's responsibility to determine just when the actual transfer of the child will take place.

(f) Placement of the Child for Adoption

Immediately the child has been placed in the adoptive home, the placement worker will forward information slip, D.P.W. 24, stating the change from boarding home basis to view to adoption, or VA. Three copies shall be forwarded to Central Office with a copy of the child's background history as related to the adopting parents. Central Office will forward to the adopting parents the following:

1. Brief outline of the child's family history, D.P.W. 5A.
2. A copy of the child's medical report, D.P.W. 32.
3. The family allowance application form.

The adopting parents may use the names they have given the child in completing this form. Attached to it will be a confidential certificate, D.P.W. 10, completed by Central Office which they are requested to forward with the application form to the Family Allowance Branch.

ADOPTIONS

E. Placement Procedure (continued)

(f) Placement of the Child for Adoption

If the adoptive parents are from outside the area of the office making the placement, the child's regional office file and yellow card should be immediately sent by registered mail from the office making the placement to the local regional office of the adopting parents. The copy of the home study (see page 4) and copy of the application (see page 1) which were provided for the regional offices to facilitate placement, will be combined with the regional office file after the child is placed.

The receiving regional office need not prepare an information slip, as Central Office records will be changed in accordance with the slip prepared by the placing office. All subsequent changes of residence must be immediately recorded on the information slip and sent to Central Office.

The receiving regional office, upon receipt of the child's numbered file, shall combine it with the approved adoption application, file a yellow card in the "view to adoption" section of the Kardex binder and flag it for regular progress visits. Reports on all visits should be forwarded to Central Office, but a six-month report is obligatory.

(g) Placement of a Child During Pregnancy of the Adoptive Mother

The placement of a child in an adoptive home while the adoptive mother is pregnant will not be considered. It is felt that each child coming into the home must have an opportunity to establish himself within the family. The adoptive family awaiting a child of their own, is already involved in the anticipation of an increase in their family, and generally this is an unsatisfactory time for placement. Following the birth of the child, a period of several months, depending on the strengths of the family and the age of the child to be placed, should be allowed to elapse. Exceptions to this would be situations where the foster parents are adopting a child for whom they have been caring for some time and who is already part of the family.

(h) Pertinent Information for Adoptive Parents at the Time of Placement

1. Adopting parents are required to provide sufficient clothing to take the baby home.
2. The worker shall be certain that the new parents are given the baby's formula and daily schedule in writing. In the case of older children, the foster mother or the worker should write out the child's usual routine, habits, likes and dislikes, for the guidance of the adopting parents.
3. Pertinent health history, immunization records, and school reports must be given to the adopting parents.
4. Medical expenses. The worker must advise the adopting parents that they are now financially responsible for the total care of the child, including medical care. Also, the Department will expect them to be sure the child receives the usual course of inoculations, vaccinations, and medical examinations when required. They must be advised that from the date of placement they are able to include the adoptive child on any form of hospital,

or medical insurance which they have. If they do not have such coverage, they should be encouraged to take immediate steps to obtain this protection. The routine medical care that children require through their growing years is more expensive than the cost of such medical coverage. (For medical expenses of a congenital nature, see "Medical Care of a Ward Placed View to Adoption," page 11).

5. Birth certificates. All adopting parents shall be advised that the birth certificate cannot be issued until the legal adoption has been finalized, at which time the certificate will be made out in the names that they have given the child. The certificate may then be purchased from the Division of Vital Statistics. There will be no indication on the birth certificate that the child has been adopted. If during the supervisory year proof of birth is required, the adopting parents should contact their local regional office outlining the reason why the proof is needed. A special letter for this purpose, signed by the Director, shall be issued by the Child Welfare Branch, Central Office. (e.g. This letter is issued to the adopting parents if they are going on vacation into the United States when it will be required for border-crossing purposes.) It is well that all adopting parents are advised of this at the time of placement in order to avoid embarrassment and delay while on holidays.

6. Baptism. Protestant adoptive parents shall be informed that they may have the baby baptised any time they desire during the probationary year. Adoptive parents of the Roman Catholic faith, with whom a child has been placed who is not already baptised, may also make their own arrangements at any time they desire. Roman Catholic adoptive parents whose child has already been baptised, will be able to obtain a baptismal certificate in the child's adoptive name following legal adoption. (See Baptismal Certificate for Adopted Children, page 11).

7. Birth Announcements in the Press. There has been a trend during the past few years to announce the arrival of an adopted child in the birth announcement column of the local paper. The adoptive parents should be cautioned against giving any identifying information whatever. Definitely the announcement should not show the date or place where the child was born.
Example: Mr. and Mrs. John Doe are happy to announce
the arrival of their chosen son, Christopher.

8. Make certain the adoptive parents are aware of their responsibilities to contact the regional office should there be any serious change in their home situation or the health of the child. (e.g. Any illness or hospitalization of the child; difficulty of the child adjusting to their home or their acceptance of the child; the death of anyone in the family unit that would disturb the home environment; moving from the home in which they live to another location).

ADOPTIONS

E. Placement Procedure (continued)

(h) Pertinent Information for Adoptive Parents at the Time of Placement

9. Any family allowance held in trust by the Child Welfare Branch shall be sent to the adoptive parents after the adoption is finalized. In the case of an older child, this can sometimes be a sizeable amount. The adoptive parents should be advised that the Department applies part of each family allowance cheque towards the child's maintenance and that special purchases may have been made from these funds.

10. During the probationary year, adopting parents may claim the adopted child as a dependant on income tax returns. Also, life insurance policies may be taken out in the child's name, if the parents so desire.

11. Adopting parents are not usually asked to appear in Court at the time the legal adoption petitions are presented. However, the District Court Judge has the right to ask them to be present for a personal interview.

(i). Foster Parents Adopting Children in Their Home

The same procedure as that given in the foregoing should be followed in the case of foster parent adoptions. However, the following points should be observed.

Board payments are to be continued until the adoption application is approved by the Director of Child Welfare. This means that until the application is approved the financial responsibility for the child remains with the Director of Child Welfare. Foster parents should be advised, particularly in the case of small babies who have just come into care, that until the application is approved there is always the possibility that it may be necessary for the Director to make other plans for the child although their application has been received. Such a case may be one where the mother may be requesting the return of her child and has an adequate plan for its care. If such a request is received, it will in almost all cases be given preference to the foster parents' request to adopt the child. Once the application is approved and this becomes a view-to-adoption placement, the mother's request could not be considered, just as it cannot be considered in the case of a child who has been placed with a view to adoption in any other home.

Foster parents who are planning to adopt a child cannot apply to receive family allowance payments until their adoption application has been approved. The only exception to this would be in the case of a foster child who has been in the home for a full year, in which case the foster parent would routinely be receiving the family allowance payments.

Just as in the case of any other child being placed for adoption, the background information should not be shared with the foster parent until the adoption application is approved. In cases where regional offices feel that any exception should be made to this policy, for example, in the case of a child of incestuous background where the foster parents may not wish to proceed with the application, the situation should be discussed with the placement supervisor.

ADOPTIONS

F. Removal of Children from Adoptive Homes

Although in most instances it is obvious that the child must be moved, as in the case of a child with a medical problem, in other situations, such as the break-up of a home due to a marital problem, the matter is not so clearly defined. The placement of a child in an adoptive home is initially a Central Office decision. Therefore, the Adoption Placement Supervisor should be consulted, by teletype or telephone if necessary, before a child is removed from an adoptive home. A detailed memo outlining the circumstances should be forwarded as soon as possible for Central Office information and file purposes. Frequently adoptive parents appeal to the Child Welfare Commission regarding these situations and, therefore, the initial decision to move the child is a most important one.

G. Medical Care of a Ward Placed View to Adoption

The Department is able to accept responsibility only for surgical treatment and orthodontic care for children who have been placed view to adoption with congenital problems which were either evident at the time of placement or which became apparent during the probationary period. It is not possible to arrange payment for speech or drug therapy.

Commitment for acceptance of any financial responsibility at the time of legal adoption may only be made by the Child Welfare Commission. Social workers should not make any commitment regarding this matter at the time of placement other than to outline general policy to the adoptive parents. If treatment is required during the probationary year, it is possible to continue the child's medical card throughout that time by special request to the Placement Supervisor. Again, this arrangement should not be shared with the adoptive parents at placement.

If continuing medical care is necessary after legal adoption has been completed, in order to consider the adoptive parents' request for continued financial assistance, it is necessary for them to submit a written request to the Child Welfare Commission along with a doctor's assessment of the congenital condition outlining the treatment required and the probable cost. If the expense is approved, a blue 'Special Memo' will be placed on the child's file and a copy forwarded to the regional office so the worker may advise the adoptive parents.

Adoptive parents should be encouraged to include adopted children on their medical and hospital insurance coverage from the date of the view to adoption placement. If they do not have such coverage, they should be urged to obtain it.

H. Baptismal Certificate for Adopted Children

At the time the legal adoption papers are signed the social worker should ask Roman Catholic adoptive parents, whose child was baptized prior to the view to adoption placement, the names of the godparents they have chosen for the child. These names should be entered on the form "Baptismal Information on Child Born Out of Wedlock". This form is returned to Central Office, where arrangements will be made for a baptismal certificate in the child's new name by the Adoption Supervisor. This is forwarded to the adoptive parents by Central Office.

ADOPTIONS

I. Adoption of a Child by Departmental Employees

The following procedure shall be followed in those cases where a Departmental employee and his wife make application to adopt:

(a) The adoption application in triplicate shall be forwarded to the attention of the Placement Supervisor, Central Office.

(b) The Placement Supervisor will assign the processing of the application to a regional office other than the one in which the employee is engaged.

(c) Placement will be made from outside the area in which the employee is employed.

(d) The child's file will be forwarded to Central Office, attention of the Placement Supervisor.

(e) Progress reports will be requested by Central Office and forwarded when completed to Central Office, personal attention of the Placement Supervisor.

(f) The final homestudy will generally be completed by the worker who completed the pre-placement report.

(g) The adoption petition will be presented to court by Central Office for applicants residing in the Northern Area and by the Adoption Supervisor at Calgary or Regional Office Supervisors at Lethbridge or Medicine Hat, for applicants in their respective areas.

The true test of professional ethics is the absence of any unnecessary discussion within the Department where the adopting couple is well known.

J. Responsibility of the Department During the Adoption Probation Period

In Alberta the adoption probation period is one year. The Director of Child Welfare continues to be the guardian of the child until the completion of the final adoption and retains the right to remove the child from the adoption home during the probation period in the rare instance where the adoption does not work out or the adoption home breaks up or the child is not properly cared for.

Adopting parents who accept a child placed with view to adoption in their home assume responsibility for the child as if it were their own; no board rates are payable, no clothing allowance is payable; no medical, hospital or drug expenses are payable (except for congenital defect existing prior to placement when medical expenses may be authorized by the Child Welfare Commission). Family Allowance will be transferred directly to the adopting parent by Central Office.

There should be no occasion when the Department is responsible for any payments for children who are placed privately for adoption. Financial obligation of such cases remains with the parent or parents of the child and the home in which it was placed.

ADOPTIONS

K. Supervision During the Probation Period

Supervision of the child during probation is the social worker's responsibility. It is important that a visit be made to the adoption home one or two weeks after the adoption placement. This is usually the time when the adopting parents want help and advice and clarification of all the questions that have come up. File should be brought forward for regular visits during the probation period. Visits during this period provide an opportunity to give support to the adopting parents and to help with any difficulties. Observation of relationships within the family should be fully recorded as they are of vital importance, not only for the final progress report for the Court, but also in the consideration of this family for a possible second placement. Interviews should be planned to take place when the father and other children in the family are home as well as the adopting mother.

All visits are recorded as a running record and should be forwarded to the Child Welfare Branch, Central Office, particularly if some emergency occurs or there is need for replacement.

To avoid extra correspondence it is essential to advise the Child Welfare Branch, Central Office, in advance if the completion of the adoption is to be delayed, in order that the Child Welfare Branch will be aware of the complicating factors that will prevent the adoption being finalized.

L. Transfer of Supervision when Adopting Parents Move from One Region to Another

Central Office shall be advised immediately by Information Slip, D.P.W. 24, and by memorandum when adopting parents, who have a child placed with them, move from one regional office area to another. A copy of this memorandum, which will give sufficient information where the adopting parents can be located, will be forwarded to the regional office covering the area to which the adopting parents have moved, and another copy, along with the regional office copy of the Information Slip, shall be attached to the regional office file and the file shall then be forwarded by registered mail to the regional office covering the area to which the adopting parents have moved.

M. Transfer of Adopting Parents Out of Alberta

Central Office shall be advised immediately by memorandum, when adopting parents, who have a child placed with them, intend leaving Alberta before the expiration of the probationary period. This memorandum should set out:

1. the reason for the move,
2. their intended destination,
3. the expected date of departure.

On the basis of this information, Central Office will then decide whether the adoption should be completed prior to the departure or whether supervision of the child should be transferred to another province.

ADOPTIONS

M. Transfer of Adopting Parents Out of Alberta (continued)

In cases where the petition is to be presented to Court before the petitioners leave Alberta, the final homestudy should include a statement similar to the following:

> "It is respectfully requested that the balance of the probationary period be dispensed with, as Mr. and Mrs. John BROWN are leaving Alberta on June 21st, 1962 and are anxious to complete the adoption as soon as possible."

In cases where supervision is to be transferred to another province, the regional office will complete the Information slip on the date of departure and will forward the complete file, including the child's yellow card and Information slips, to Central Office, attention to the Placement Supervisor.

All arrangements of completion of adoptions where the petitioners are out of the Province of Alberta will be made by Central Office.

N. Out-of-Province Adoption Placements

No adoption placements are made in another province without the consent or approval of the other province in which the placement is to be made. It is possible to make limited adoption placements of a few children in the United States and a number of these are arranged each month by Central Office. These adoptions are arranged in co-operation with State Agencies and are dealt with on an individual basis. All correspondence and arrangements must be made by Central Office who will deal directly with the Welfare authorities in the province or state concerned.

O. Adopting Parents on Holiday Outside Canada

Central Office should be advised immediately if adopting parents who have a child placed with them plan a holiday outside Canada for which a passport is necessary. If it is possible, arrangements will be made for the adoption to be completed, as it is difficult for the adopting parents to obtain a passport for the child during the adoption probation period. It is not the intention of the Department to arrange for an adoption to be finalized when the adopting parents are going on a vacation to the United States, as a border-crossing letter from the Director is sufficient on these occasions.

P. Adoption of a Second or Third Child

Workers should encourage suitable adopting parents to apply to adopt a second child or even more. There is no actual limit on the number of children that can be adopted as long as the home can be approved as an adoption home. Information contained in the first homestudy may be used in preparing the homestudy for the second, third and following adoptions. The new homestudy should, of course, contain information concerning the child previously placed, as the development of this child is actually the worker's best resource to determine if the home is suitable for the placement of another child. Should the original homestudy not be available, the

ADOPTIONS

P. Adoption of a Second or Third Child (continued)

worker who was assigned to this originally, should, if possible, complete the new homestudy, as this worker should be sufficiently familiar with the circumstances of the applicants that he would be in a position to bring this up to date with fewer visits. The new homestudy should be complete in all details, as there is no information available at Central Office once an adoption has been finalized.

If the first child had been adopted when the applicants lived in another regional office area, the worker should check to see if the original homestudy is available.

Workers doing the homestudy should explore the possibilities of the couple adopting a family group or a mixed race child or older child, if the adopting parents appear to have the special qualities required for special placements.

Q. Report for Final Adoption

A full and final report on the adoption should be prepared by the worker just prior to the end of the twelve month probation period. This report should be completed on form D.P.W. 49B and should cover the following points:

1. The adjustment and acceptance of the child by the adopting parents (as well as their relatives).
2. The health and physical development of the child (illnesses during year, inoculations, etc.).
3. Any change in circumstances (finances, living accommodation, etc.) of the adopting parents.
4. Worker's evaluation of the success of the adoption placement and, if everything is satisfactory, recommendation that the adoption be completed.
5. Section 49 (2) of the Child Welfare Act states the petition for adoption shall be further supported by an affidavit or affidavits of person acceptable to the Director, or by such other material as the Director may require. Accordingly, each final adoption homestudy shall contain a statement that the persons signing the affidavits of recommendation (D.P.W. 50) are well and favourably known in the district. If they are not, the worker should request the names of other references who would be acceptable to the Director.
6. After the child has been legally adopted and the regional office has been advised on Form A-14, the regional office shall immediately forward the yellow card and the child's file, with the exception of the pre-placement report on the petitioners, by registered mail to Central Office. The pre-placement home study should be removed from the file and placed alphabetically in a separate file in the third section of the second filing division for further reference. (Administration 1, page 2). In the event the applicants at a further date wish to re-apply for the adoption of another child, it will then only be necessary to make one brief visit to obtain additional information to bring the previous study up to date and thus be able to submit a new homestudy, with a minimum of time and effort. The actual homestudy should be re-typed to incorporate and include the present circumstances of the adopting parents. It is not

ADOPTIONS

Q. Report for Final Adoption (continued)

6. (continued)
sufficient just to submit a report outlining any changes in the circumstances of the adopting parents.

From time to time, the pre-placement homestudies thus filed shall be perused and any held for a period exceeding five years may be destroyed. In their destruction, care must be taken to ensure the contents cannot subsequently become known to an unscrupulous person.

R. Completion of Petition and Affidavit Supporting Petition

All persons have a name and their name is exactly that which is shown on their birth certificate, except in the case of a married woman and then the surname only is different.

On the Petition form, D.P.W. 75, No. 2 reads "and that he be given the name of". One of the petitioners shall print the name they wish the child to have in full and this name shall correspond with the name that they print on the Division of Vital Statistics form 4 which is to be filed with the Division of Vital Statistics. The reason for the necessity of the petitioners filling in the name is because there are various ways of spelling Christian names (i.e., Alan, Allan, Allen, Alen).

In regard to form D.P.W. 91, No. 5, it will be noted that the full name of the child or children is to be shown. A common error is to fill in two Christian names but no surname. As previously stated, a person's name is that which is shown on his birth certificate. The age can be shown in years; sex is either male or female. The address can be shown as at home if they live with the petitioners or, if they live with someone else, the complete address must be shown. Under "occupations" the child or children may be shown as pre-school, student or, if employed, the occupation should be shown. The names of deceased children of the person completing the affidavit shall not be listed. Even though the child being adopted is the natural child of one of the petitioners, this particular child must also be shown under No. 5. A child that is being adopted and is not the natural or previously adopted child of one of the petitioners shall not be shown under No. 5.

S. Registration of Adoptions

The Vital Statistics Act, which was amended in 1959, has an effect on the procedure of registering adoptions. The amended Section 10, sub-paragraph 2, reads as follows:

> "Where, at the time of the registration of the adoption or any time thereafter, there is in the office of the Director a registration of the birth of the person adopted, the Director, upon production of evidence satisfactory to him of the identity of the person, shall cause the substitution of a new registration of the birth in accordance with the facts contained in the adoption order, as if the adopted person had on the date and in the place of birth recorded in the

ADOPTIONS

S. Registration of Adoptions (continued)

> original registration been born in lawful wedlock to the adopting parent or parents, and cause the original registration to be withdrawn from the registration files and kept in a special register."

In order that a new registration of birth may be substituted at the time that the adoption order is received by the Director of Vital Statistics, arrangements have been made whereby the Department will assist in the proper completion of the form, "Registration of a Live Birth". Central Office will complete a Registration of a Live Birth form as far as possible from information on file and forward it to the Regional Office with a request for a final adoption homestudy.

It will be necessary for the worker to carefully check the form with the petitioners and have them fill in the new name of the child as well as complete all other blank spaces. All information on the new registration of a live birth shall be correct as at the time of the child's birth. Please do not alter any of the information which has been filled in by Central Office. In the event you believe Central Office has made an error, please advise in a separate memo and if an alteration is found to be necessary, it will be done by Central Office.

When Central Office forwards the file to a Regional Office for presentation to Court, the new Registration of a Live Birth form will be stapled to the adoption order D.P.W. 57A in place of Form D.P.W. 572 which now becomes obsolete. The Clerk of the Court will forward the adoption order D.P.W. 57A and the new Registration of a Live Birth form to the Director of Vital Statistics after the adoption order has been signed by the Court.

T. Adoption Pamphlet

The pamphlet "The Chosen Child and You" should be made available to prospective adoptive parents, to all priests and clergymen and to doctors and agencies who might refer adoptive parents to the Department. This pamphlet should be used to full advantage in recruiting and increasing the number of adoptive homes.

U. Non-Ward (Private) Adoptions

(a) General

Private adoption procedures are often more complex than those pertaining to wardship adoptions. They are similar in that adopting parents must make application for a child and that the guardian of the child must give his or her consent to the adoption of the child. In a private adoption a child may have been in a home for some years before application for adoption is considered. In the meantime, contact might have been lost by the mother, there may be no consent, there may even be a difference of religious faith, the home may not be suitable, or through a series of marriages and divorces the actual guardianship of the child in question may be difficult to trace. The information obtained must be presented to Court where the Judge decides whether or not an adoption order will be granted.

ADOPTIONS

U. Non-Ward (Private) Adoptions (continued)

(b) Adoption of Children Born to a Mother Previous to Present Marriage

The majority of private adoptions will fall into this category. In such cases the regional office shall assist the petitioners in completing form D.P.W. 49 in duplicate. The copy shall be retained by the regional office involved; the original shall be forwarded to Central Office. Central Office will obtain all necessary documents and will partially complete the petittion forms:

DPW 91 - Affidavit Supporting Petition
DPW 75 - Petition
DPW 50 - Affidavit (of recommendation)
DPW 33 - Consent
DPW 107 - Affidavit

The aforementioned forms will be forwarded to the regional office with a request for a homestudy and the worker shall assist the adoptive parents in properly completing the above mentioned forms and return them to Central Office along with the completed homestudy.* Possibly there will be occasions when the regional office will be requested to interview the father, legal or biological or both, for the purpose of obtaining from him a consent when required along with the necessary affidavit, D.P.W. 107.

(c) Adoption of a Child by a Specific Person or Couple at the Request of the Natural Parent or Parents

If a single girl wishes to make application to surrender her child to a specific person or persons she shall first be counselled by the worker to ensure she is aware of the consequences of her action (See Appendix "C"). If, after being counselled, the mother decides to apply to surrender custody of her child to a specific person or persons, the worker shall assist her in the proper completion of forms:

DPW 108A - Application to Surrender
DPW 33 - Consent
DPW 107 - Affidavit
DPW 29 - Adoption Information re Child

In the case of a married couple wishing to surrender their child, forms DPW 108A, 33 and 107 must be completed by the mother and also the father. One copy of DPW 29 will be sufficient. It will also be necessary for the worker to counsel the prospective adopting person or persons in order that they shall be made aware of the responsibilities entailed in obtaining a child on a private adoption basis. If, after receiving counselling, the adopting parent or parents wish to submit an application to accept custody of the child they shall be provided with our forms DPW 49 and 108B (Notice) for completion. A homestudy shall be completed and forwarded to Central Office along with the other documents.

*In cases falling within this category the number of contacts required to complete the homestudy is left to the discretion of the regional office.

ADOPTIONS

(d) Adoption of a Child Where the Mother of the Child is, or has been Married

In cases where the mother who is or has been married is placing her child for adoption, the regional office shall obtain properly completed forms DPW 49 in duplicate from the petitioners and forward the original with a memo setting out the circumstances of the birth of the child to the Child Welfare Branch, Central Office. From the information received and in order that the Court may be properly informed, Central Office will prepare the necessary affidavit covering the circumstances of the birth of the child for completion by the mother. Forms DPW 33, Consent and DPW 108A, Notice to Surrender, will be forwarded along with the affidavit to regional office to be completed by the mother after which the forms shall be returned to Central Office together with a homestudy.

(e) Other Types of Private Adoptions

In all other cases concerning private adoptions, the worker shall obtain form DPW 49 in duplicate from the prospective adoptive parents. The original shall be forwarded to Central Office accompanied by a memo setting out the circumstances as clearly as possible. Central Office will then obtain all necessary documents and prepare the necessary forms for completion and they will be forwarded to the regional office with a request for a homestudy.

DEPARTMENT OF PUBLIC WELFARE
EDMONTON, ALBERTA

CHILD WELFARE 7

FILING, KARDEX AND OTHER RECORDS

A. File Preparation

The contents of circular Administration 1 should be carefully noted.

B. Kardex Preparation

At the time a child is made a ward of the Province, whether by Juvenile Court Action or through acceptance by the Child Welfare Commission, the Central Office filing room will prepare yellow* kardex card DPW 87. Central Office will maintain a master list of wards. The yellow card and DPW 61, File advice, will be mailed to the regional office. Yellow cards are to be held in the kardex binder and arranged alphabetically in three sections; permanent wards, temporary wards, and view to adoption wards. Green cards represent out of the province wards.
* or green

Changes of address and any change of status such as, placement of a permanent ward with view to adoption, shall be recorded on the kardex card with the information being transmitted to Central Office by means of information slips. The importance of these cards and the submission of information slips cannot be over-emphasized as the accuracy of the master list of wards kept by Central Office will depend on the information slips received. Each individual worker must accept his or her responsibility in this matter.

When wardship is cancelled the yellow card should be removed from the worker's kardex binder, attached to the file and sent to Central Office.

C. Information (Placement) Slips

Each time a child is moved or each time its status is changed a placement or information slip, form DPW 24, shall be prepared immediately. Regional office supervisors must make all of their workers aware of this requirement and insist that it be observed.

The original, duplicate and triplicate copies of the placement or information slips shall be mailed daily to Central Office. The fourth copy shall be attached to the regional office file. Care should be taken to see that they are prepared accurately, neatly and that all copies are legible since the information will be used by the Central Office for its master records, the Accounting Branch for control of board account submission, family allowance payments, etc. One copy will be mailed by Central Office to the Department of National Health and Welfare for the information of the Family Allowance Division. (See section "Placement Slips", Child Welfare 4, Page 4)

FILING, KARDEX AND OTHER RECORDS

D. Running Records

In order to have current information on each ward on master files in Central Office, regional offices will maintain a running record in duplicate. The original will be submitted to Central Office as each page is filled or at least every six months. Central Office will keep a record on its master kardex of each such report received.

Running records are to be typed on form DPW 72. A brief resume of each contact concerning the child will be recorded. The case worker's name should be typed at the end of each entry together with the date. Each entry should also be initialed by the case worker.

E. Foster Home Cards

Regional offices shall keep an up-to-date record of each foster home in their area of service on form DPW 88, Foster Home Working Card. Every time a child is placed in the foster home or removed, the change should be entered immediately. In this way the workers will save time when they are looking for a foster home for a particular child.

F. Foster Home Vacancies

Because of the heavy case loads in certain regional offices it is not always possible to find suitable foster homes in that area. Central Office is prepared to assist these offices in placing children in other regions. However, to be able to be of assistance in such cases, Central Office needs a list of all the vacant foster homes in the province. Each regional office shall complete form DPW 520 on the last day of each month. This form can be completed very easily if all foster homes are recorded on DPW 88.

When a regional office cannot find a suitable home for a child it will send a request to Central Office together with two copies of the social history, and Central Office will then refer the request to another regional office. If this regional office is able to place the child with suitable foster parents, they will inform Central Office who will in turn give the clearance to transfer the particular child from the original regional office to the second regional office.

G. Statistics

Monthly statistics on form DPW 550 shall be submitted during the first week of the following month.

GOVERNMENT OF THE PROVINCE OF ALBERTA

Department of Public Welfare

OUR FILE NO.

EXECUTIVE BUILDING
109 STREET AND JASPER AVENUE
EDMONTON

PBX 429-5411

TO ALL FOSTER PARENTS:

Re: Board Rates and Medical Services, etc., effective January 1st, 1968

1. Board Rates:

Board rates for children who are under the supervision of the Director of Child Welfare will be paid in accordance with the following schedule:

From 0 to 12 years	$2.00 per day
From 12 to 16 years	$2.50 per day
From 16 to 21 years	$3.00 per day

It will be noted that the rates vary with age. Rate increases from one age group to another will become effective the month following the children's birthdays. For example, if a child becomes twelve on November 10th, his board rate will increase from $2.00 per day to $2.50 per day from December 1st.

It will be noted that the rate of $3.00 per day paid for those children who are 16 to 21 years of age is designed to meet the requirements of older children when family allowance payments have been discontinued. Accordingly, boarding home mothers are requested to give each child in their care, in this age group, a weekly spending allowance of $2.00 for the personal use of the child concerned, and are also required to pay for shoe repairs, dry cleaning, haircuts, cosmetics, etc., which were formerly paid from Family Allowance.

Maintenance or board payments are made to cover such basic items as tooth paste, shoe polish, shampoo, face creams, bandaids, kleenex, cold remedies, etc., as well as actual food costs. Payments for such items should not be requested in addition to maintenance payments.

2. Family Allowance

Regulations established by the Family Allowance Branch of the Federal Department of National Health and Welfare makes provision for family allowance payments to be made directly to boarding home mothers who have in their care children who are under the supervision of the Director of Child Welfare and who have been maintained in their home for more than one year. When a child has been maintained in the boarding home for one year, the

Child Welfare Branch will partially complete family allowance application forms and send them directly to the foster home mother. A separate application form will be sent for each child. In the event a foster mother does not receive the family allowance application by the thirteenth month, she should contact the child's social worker. Boarding home mothers will then in turn finish completing the application form and send it directly to the Family Allowance Division, Department of National Health and Welfare, Federal Building, Edmonton. If a child is moved, the foster mother is not entitled to receive further family allowance payments. If however, a child has been in the foster home for one full day of any month, the foster mother will be entitled to the full month's family allowance. If the foster mother will be receiving family allowance, she is then responsible for that month's spending money for the child.

A boarding home mother receiving family allowance on behalf of a child will be expected to supply that child with items normally payable from family allowances. These will include such incidentals as spending money, haircuts, shoe repairs, dry cleaning, cosmetics, music or dancing lessons, and Christmas presents which were formerly paid by the Department from the child's family allowance balance.

Spending money payments will be made to boarding home mothers from family allowance trust accounts held by the Department on behalf of those children who have been in the home less than a year and for this reason not receiving family allowance. A foster mother will be eligible to receive spending money when a child has been in the home from the first day of the month. If a child comes into the home any time during the month, the mother will not be paid spending money until the following month. For example, if a child was moved to a new foster home on September thirteenth, the foster mother would not obtain spending money until October. The spending money received is to cover the month in which it is received. The monthly rates in effect are as follows:

From 5 to 7 years	$1.50
From 7 to 10 years	$2.00
From 10 to 13 years	$3.00
From 13 to 16 years	$4.00

Spending money allowances must be arranged initially for each child through the child's worker and payments will be made automatically thereafter until the child has been in a home for a year. Spending money is not automatically put into pay when a child is placed. The social worker supervising the child must make application for spending money to be paid.

It should be noted that no spending money payments are provided for children between the ages of 16 to 21 years. The allowance of $2.00 per week provided for under the board rates were designed to cover this period for which no spending money is available from family allowance sources.

3. Clothing Allowances:

Clothing allowance payments will be paid to boarding home mothers in accordance with the following schedule:

Age of Child	Monthly Rate	Yearly Total
0 - 2 years	$4.00 per month plus an additional $10.00 in March and $20.00 in August	$ 78.00
2 - 6 years	$5.00 per month plus an additional $15.00 in March and $25.00 in August	$100.00
6 - 12 years	$6.00 per month plus an additional $20.00 in March and $30.00 in August	$122.00
12 - 16 years	$8.00 per month plus an additional $30.00 in March and $35.00 in August	$161.00
16 - 21 years	$10.00 per month plus an additional $35.00 in March and $50.00 in August	$205.00

Shoes are to be considered as clothing. At the time a child is placed in your home, his or her clothing requirements will be assessed by the social worker placing the child. The social worker will ensure that the child at the time of placement has an adequate supply of clothing. This supply of clothing will conform to a check list drawn up by the Department. If the clothing provided by the social worker at the time of placement is not adequate, arrangements for an additional supply will be made.

Boarding home mothers should claim the cash clothing allowance on the regular Board Account Form, D. P. W. 11. Each month end when the board account forms are prepared, an entry should be made on a separate line below the maintenance total, showing clothing allowance due for that particular month. It will assist the Department in checking the claims if a separate line is used for each child.

As explained in connection with board rates, the zero to two group will include those children up to their second birthday, two to six group from the second birthday to the sixth birthday and so on. Rate increases will become effective the month following birthdays. Full cash allowance payments may be claimed for any child in a boarding home fifteen days or more in one month. No allowance shall be claimed for any child in a home for less than fifteen days in any month.

In taking advantage of clothing allowances, boarding home mothers should bear in mind they are responsible for adequately clothing children in their care. The extra payments twice yearly are intended to assist with special purchases required prior to winter and again prior to spring and summer. Some planning will be necessary for older children. It may be necessary to accumulate a sum of money to purchase a particular type of garment, but this is one of the advantages of the cash allowance system. Social workers from the Department will be required to make periodic checks on the conditions and amount of clothing in the possession of children who are their responsibility. When children are moved, all of their belongings including clothing and any monies accumulated on

their behalf, must accompany them. This will be particularly applicable following receipt of the semi-yearly allowance. The Department is continuing to reduce the number of children being supervised by the individual social workers so that it will be possible for the social workers to be more readily available for consultation and guidance in matters such as this.

If, at the time a child is removed from a home, it is found that the supply of clothing is not adequate, the Department may make an adjustment in the final month's board account paid by the Department. The social worker supervising the child will be responsible for completing a check list of the child's clothing at the time of the child's removal from the home.

Special clothing needs, such as graduation outfits, confirmation dresses, orthopedic shoes, should be discussed with the supervising social worker.

Children placed with a view to adoption will be well dressed from their own supply and the adopting parents will be expected to provide clothing from then on.

4. School Requirements for Wards of the Government:

In order to insure that wards of the Government may obtain their books and supplies at the beginning of the school year, the following procedure should be adhered to:

(a) Where a textbook rental plan is in effect in the school, these children should be included and an account submitted in triplicate to the Province of Alberta, Department of Public Welfare, Executive Building, Jasper Avenue and 109 Street, Edmonton. This should indicate clearly who is entitled to receive payment, e.g. the teacher, the school, or the school division. If it is not possible to bill it direct in this manner, the foster home may pay the account and obtain a receipt for reimbursement purposes. If this is done, the account should show clearly that it has been paid. If there is no school book rental system in effect, school books should be listed on school requisition forms, D.P.W. 540, signed by the teacher, and then purchased by the foster parents. Foster parents can either pay for the books and bill the Department in triplicate or they can get the store to bill the Department in triplicate directly. However, in each case the bill must be accompanied by a copy of the requisition.

(b) School fees and supplies furnished by the teacher or school should also be submitted to the Department by the teacher or school in the manner outlined above. The Department does not pay tuition fees as non-residents of a school division.

(c) The child may obtain other school supplies, e.g. scribblers, pencils, erasers, etc., by having the teacher complete a list of his or her requirements on D.P.W. 540. After the teacher has completed the requisition, you may purchase the items locally, and either pay the account and submit it for reimbursement, or have the store bill the Department direct in triplicate. In either case, the teacher's requisition must accompany the receipt or bill. Receipts must indicate the amounts paid. The teacher's requisition should specify the type of scribblers, crayons, paints, etc., required. Where zipper

cases and fountain pens are required, the maximum amount the Department will allow is $6.00 for a zipper case and $2.50 for a fountain pen.

(d) Children under the Department's care should be expected to have the texts, materials, etc., that the average member of the class is expected to obtain. They should, however, not be required to purchase books, etc., that are not basic requirements.

(e) Since these children are covered for medical expenses by the Department, they need not be included in school accident insurance.

(f) Under an arrangement with the Department of Education, children who are wards of the Government are exempted from paying the fees for Grade IX and Grade XII examinations. A notation to this effect should be made by the teacher in forwarding the fees to the Department of Education.

5. Medical, Hospital, Dental, Optometric and Other Treatment Services for Wards of the Government.

Wards of the Director of Child Welfare, whether they be supervised by the Provincial Welfare, City of Edmonton, or City of Calgary, are covered for medical care. Those children not in receipt of the Department of Health Hospitalization and Services Card and the Alberta Health Plan Identification Card (permanent wards under three months of age and any others not yet issued with cards) will have their account submitted to and paid by the Department. All children in receipt of medical cards will have their accounts submitted as follows:

(a) Medical Care Under an Agreement with the Alberta Health Plan:

An identification card will be issued for each child covered by the Plan. If a child requires medical care, you are free to take the child to any doctor you wish. If it is necessary for a child to go to a specialist, this is also covered. The doctor will need the identification card to make out his account. In most cases your own family doctor will be the doctor to contact if the child requires medical treatment or care.

(b) Hospital Care:

For all wards of the Director of Child Welfare, hospital care is provided under the Alberta Health Plan card. All costs of hospitalization including co-insurance charges will be assumed by the Department of Health. Hospital includes standard ward care as well as extra charges for semi-private ward care if requested and used. All hospital services including drugs and medical supplies are provided under the Alberta Health Plan subject to regulation. Out-patient hospital services are covered as well. The Alberta Health Plan Identification Card must be presented when the child is admitted to hospital.

(c) Dental Services:

All routine dental services are covered under the Hospitalization and Treatment Services Card. These include fillings, extractions and annual examinations. Oral surgery by dentists for injury to or disease of the jaws are covered under the Alberta Health Plan Identification Card. Bridge work, prosthetic appliances and orthodontic work will also be billed through the Alberta Dental Association. However, before orthodontic work is considered, the matter should be thoroughly discussed with the child's social worker. All accounts are forwarded directly by the dentist to the Alberta Dental Association, not to the Department.

(d) Optical Services

Optometric services for the refraction of eyes are covered under the basic health services of the Alberta Health Plan and are limited to once annually for children under age 18 and to one refraction only in each two year period for those over the age of 18. If more than one refraction for any given year is required for a child, the matter should be referred back to the eye doctor who initially examined the child, who in turn will secure permission from the Department of Health to proceed with further examination. The supplying of frames and lenses is covered under the Hospitalization and Treatment Services Card and foster parents are free to take the child needing glasses to any qualified eye specialist or optometrist but must accept the types of lenses and frames agreed upon by the Optometric Association and the Department of Health.

(e) Other Treatment Services:

Chiropractic services, physiotherapy and other special services may be provided on the recommendation of the child's physician, but only after approval of the Director of Medical Services, Department of Health has been given.

(f) Drugs:

The druggist filling the prescription should submit his account directly to the Regional Offices of the Department of Public Welfare. The Department will be responsible only for medicines prescribed by the doctor and not for patent medicines and such items as aspirin, laxatives, toothpaste, etc.

(g) Special Items:

The Alberta Health Plan will provide ambulance services to our wards where the service is provided wholly within the City or Town by ambulance normally stationed therein. It should be understood that ambulance service will only be used in an emergent situation. Upon the use of ambulance service advise your Social Worker immediately. Appliances such as artificial

limbs, hearing aids, etc., are not provided either under the Alberta Health Plan or the Hospitalization and Treatment Services Card. If the child in your home is in need of some special appliance or service, be sure to discuss this with your social worker.

6. Hospitalization and Treatment Services Card and Alberta Health Plan Identification Card:

As soon as a child is registered for the above-mentioned services, two cards will be issued to him. A Hospitalization and Treatment Services Card will be issued by the Department and an Alberta Health Plan Identification Card will be sent out from the Department of Health. An interim identification card may be issued in some cases in order that the ward might receive services under the Alberta Health Plan pending a permanent identification card being issued. It is recommended that these cards be covered with plastic or some other method used to keep the cards from being soiled or torn. If the child is removed from your home and is returned to the parents or placed for adoption, etc., the card should be turned over to the social worker arranging the move. In all other cases where the child remains eligible for services, the card should accompany the child to its new placement. If you require services for the child not covered by these two cards, please feel free to contact your social worker, and some special arrangement could possibly be worked out.

If any part of the procedure outlined herein is not understood, please contact your nearest Regional Office.

W. D. McFarland.

W. D. McFarland,
Director of Child Welfare.

GUIDE TO ADOPTION AND FOSTER HOME STUDY

This home study outline is intended only as a guide to workers in evaluating prospective foster and adoptive homes. Refer to Section B - "The Adoption Home Study, Child Welfare 5, page 4.

The success of the study and the evaluation of the home will depend largely on the open-mindedness of the worker, his own flexibility, his feeling for people, his training in observation and his knowledge of human nature. Above all it is important to recognize that social workers have blind spots, special likes and dislikes based on past experience and, therefore, successful objective evaluation of foster homes is dependent upon the worker's ability to know himself, to free his mind of preconceived ideas, notions and feelings about people generally and consider each foster home application as freely as possible.

The Home Investigation falls into two parts: (a) is this home suitable for any child and (b) if so, what child? It is not sufficient to say this is a good home for an eight year old girl or a nine year old boy or an infant. The social worker should be able to determine exactly what type of child will fit into a specific home. The most important part of the study is for the worker to determine the real motives that lay behind the foster parents' application for children. If it is a purely financial motive, the Department is not interested in them as foster parents. Particular emphasis in a foster home study must be placed on relationships between the foster parents and their own children and the role the new child will play in this family group. If it is an adoption pre-placement home study, consider why the applicants want a child. Is it to have a child solely because they have been unable to have one of their own? Is the wife wanting a child to hold a marriage already breaking up? Is the child only wanted as a playmate for their own child? Foster and adopting fathers must always be interviewed as well as mothers. What use workers make of the headings in the following outline will depend upon the time available, the type of child to be placed in the home and the availability of good references and contacts. Workers should always be on the lookout for homes who would take Metis and other mixed race children.

COMPLETING THE HOME STUDY

Initial Interview

Applicants should be told the requirements for adoption or for the placement of children in their home on a foster home basis, the kinds of children who are available for placement, how they come into care and how we try to find a home to fit a child's needs. The initial interview will determine whether the parents should be seen separately.

Application Form

It should be explained that the completion of an application form does not mean that their application is being approved, but only a promise that a more extensive and intensive study will be undertaken. In many cases

COMPLETING THE HOME STUDY (Continued)

where it is obvious, even to the prospective adopting or foster parents themselves, that their application cannot and will not be approved, a good social worker can help them to make their own decision to withdraw their request . The Regional Office Supervisor in co-operation with Central Office makes the final decision aided by your recommendation, as to whether the home is suitable or not.

CONTENT OF HOME STUDY

Foster or Adopting Father

Include any information which is relevant and not on the application form, such as: employment history, interests and hobbies, racial origin and apparent degree of assimilation, health, appearance and personality, apparent emotional maturity, relationships to immediate family (in particular own family), religion (including participation in religious activities - intentions in regard to religious training of child to be placed in home to be explored), ideas on child training, abilities to cope with frustrations and problems and attitudes toward foster children and their own natural parents, attitudes to eneuretic children, handicapped, delinquent, etc., flexibility, standing in the community, his reputation as a workman and provider.

Foster or Adopting Mother

Same as for foster father. If either parent was previously married and divorced, particular reference should be made to custody of the children of the marriage and some estimation of the foster or adopting parents interpretation as to the reasons for the breakdown of the previous marriage.

Children in the Home

Full name of all children in the home and their relationship to the adopting or foster parents should be obtained. Date and place of birth, appearance, health, school grade or occupation. Personality, relationships to parents, brothers and sisters, attitudes toward sharing with foster child or adopted child and degree of acceptance likely to be expected.

Others in the Home

Relation to the family - participation in family activities.

Family History

Names, addresses, occupation, etc., of adopting or foster parents' brothers, sisters and own parents.

Health

If any record of communicable disease, history of T.B. - date of last T.B. X-ray. Availability of medical and hospital care, name of family doctor - dentist. Health of all other children in the home as well as other adults in the home to be checked (e.g. grandparents).

CONTENT OF HOME STUDY (Continued)

Financial Situation

Have they a steady income? How much and how is this made up? Do they carry insurance protection? Have a savings account? Do they own their home outright? Are they buying or renting? Do they own a car or truck or if on the farm, is the farm equipment up to date and paid for? Do foster parents live within their means? If foster or adopting parents are buying their home state the date of purchase, down payment and amount of monthly payments. Give full particulars of debts, payments and assets.

Home

Full description including number of bedrooms and sleeping arrangements for expected child, play space both inside and out. List home conveniences, such as electricity, plumbing facilities, adequate water supply. If basement accommodation is to be considered give full details, windows, ventilation, etc. Exits in event of fire.

Neighbourhood

This should include brief descriptions of location, urban or rural; availability of medical resources, including mention of pediatrician, if there is one, hospital, school, church. Community activities such as Brownies, Cubs, Scouts, etc., or special playgrounds for children are of interest. If applicants have natural children in school, what interest do the parents take in the school activities -- Home and School Association, etc.

References

References are valuable only if used properly. They should be contacted personally if they live in the same area as the applicants. In very special instances where it appears to be impractical or unnecessary, references can be contacted by telephone. It is advisable to interview minister or priest, personally if at all possible.

Evaluation of the Foster Home

How long have you known the applicants and how often interviewed. If they are interested in taking foster children do they seem understanding of the needs of children away from their own parent or parents if this was indicated through visiting? What is their ability to meet crises? Would they be capable of disciplining the child fairly without feeling guilty or unduly harsh? What are their ordinary methods of discipline? What age group child are they interested in, boy or girl, one or more children? Do they appear tolerant and able to accept the child of mixed racial origin? Is this a home which could be used for permanent placement, with possible view to adoption? Be definite about type of child which would best fit into this particular home; sex, age and probable points of friction. What children should not be placed here?

Evaluation of the Adoption Home

If the applicants wish to adopt a child, an evaluation of relationships within the home form the most important part of the home study. In the area

CONTENT OF HOME STUDY (Continued)

of relationships is found the answers to questions about the applicants' capacity for parenthood through adoption. The relationship between the marital partners is of particular importance and is revealed in many ways. Clues to the stability and quality of the marital relationship can be observed in the attitude of husband and wife to each other, the way in which they speak of and to each other. The feelings expressed by the adopting parents about the fact of their childlessness or inability to have more children should be carefully noted. Does it appear to be a happy marriage? Do they share an equal desire for parenthood (is it only the wife who wants to adopt a child?) Does the man fulfil the role of bread winner, she home maker?

It is essential that prospective adopting fathers be interviewed as well as the adopting mother. Interviews should not necessarily be timed to meet the convenience of the adopting father. Becoming a parent by adoption is a major life experience and anything less than a full and willing participation in the study, on the part of both parents, should be carefully examined for what it might truly indicate.

The relationship between the couple and their respective families is of vital importance. Do the maternal and paternal grandparents know of the plan to adopt and how do they feel about the child placed for adoption being their grandchild. Are they, too, accepting of another's child and can they love a child not of their family by birth.

Are they rigidly specific about age, sex, nationality and social background of child? Do they wish an infant, an older child, a girl, a boy or twins? Could they accept a child with special needs?

What does the worker think of these applicants as people as well as prospective parents? Does the worker believe that this couple is ready for parenthood; that their marital relationship is sound? Are they able to understand and cope with the special and changing needs of the child throughout his developmental years?

DEPARTMENT OF PUBLIC WELFARE
EDMONTON, ALBERTA

Appendix "C"
April 7, 1961

COUNSELLING THE UNMARRIED MOTHER

A. General

Counselling services should be readily available at all regional offices. A worker counselling an unmarried mother should be aware of her position -- emotionally, physically, socially, financially and legally.

Emotional - e.g. What are the causes of her illegitimate pregnancy? What are her present attitudes and feelings? How can this problem be prevented from recurring in the future?

Physical - e.g. Are there medical difficulties involved in the pregnancy? What living arrangements should be made for her before and after her pregnancy?

Social - e.g. How does her condition affect her employment, her community associations, and her relationship with her family?

Financial - e.g. How can the unmarried mother maintain herself during and following her pregnancy? What extra medical and incidental costs are incurred during this period?

Legal - e.g. What factors must be considered in her decision about retaining or relinquishing her child and what are the implications of either decision? How and to what extent is or can the putative father be involved?

Perhaps the first need of the unmarried mother is to find some mature, trustworthy person in whom she can confide and expect sympathy, understanding and encouragement. It could be stressed here that there is often an urgent need to talk about her problem, defending her motives and actions perhaps, expressing her fear of the future, what it will mean to herself, her parents, her family and friends, and how she can best arrive at a decision about the baby's future. If the worker is a mature, relaxed person and can give the client the time, the first interview can mean a great deal to the unwed mother and to the worker for this will be an important step in laying a good foundation for the type of professional relationship which it is hoped will be established.

B. The Purpose of Counselling

The purpose of counselling is twofold. It should assist the unwed mother to face her dilemma realistically and by so doing bring about her re-establishment into society on a sound basis. It should as well serve to protect the interests of the child and afford it maximum security. It is the process whereby the counsellor enables the counsellee to realize her own capacities for change and growth.

While it is recognized that those workers doing counselling work will have their own particular approach to the problem of the unmarried mother,

B. The Purpose of Counselling (Continued)

it should also be noted that certain basic information is to be covered so there will be uniformity throughout the Province. The problem of how to help unmarried mothers is a serious and important one, demanding the ultimate in skill and techniques. The unmarried mother is in the delicate position of being exposed on the one hand to the judgment of society, and, on the other hand, to the unscrupulous or well-meaning mistakes of those who might wish to obtain her child. During her pregnancy, she is confronted with overwhelming demands, which she is unlikely prepared to meet, such as the need for medical care, hospitalization, accommodation during pregnancy and the planning for herself and her baby. With these problems facing her, she may turn in panic to anyone who offers her support and help. She should then be recognized first as simply a person in trouble, needing protection and acceptance as an individual person. The worker will try and bring her to face the reality of her situation.

Emotionally and socially there is an immediate need for a sense of security and acceptance. A discussion on living arrangements, financial requirements and medical care is therefore important. Her initial plans for the baby, if any, should be brought out. Her relationships with her family, her friends, the putative father, her church and school connections should be discussed to try and bring about an understanding of her position and increase her sense of responsibility. She will of course have to consider future plans for herself, her employment, her location, her religious and recreational interests, etc. She must too consider the future of her baby.

It is difficult to separate her legal position from the preceding. It will be assumed in the following that the mother herself is not in need of protection by wardship action. This may well be possible with a fourteen or fifteen year old mother. If the mother is in need of protection her case must be dealt with as a neglected child under The Child Welfare Act and the counselling given to the degree it can be appreciated by both the mother and her parents.

There will be some difference too in the counsellor's responsibility for guiding the girl regarding her plans for her baby, depending on whether the girl is of age or whether she is under age or mentally retarded. Where the girl is underage her family, if they are in the picture, play a very large part in the decision that is reached. A girl who is underage usually needs her parent's approval to release her baby for adoption by surrender and indenture. Also a girl who is underage is rarely in a position to plan adequately to keep her baby without the parent's support. Because of the family's involvement and their considerable ability to influence the girl's decision, it is generally quite important to work with the parents to some extent as well as with the girl. It is important here to be aware of the repeat pattern that frequently occurs with the problem of illegitimacy. Where the girl herself is an illegitimate child and where the strongest drive to keep the child appears to come from the girl's mother or grandmother, considerable work with the family is indicated to help them, if possible, to leave the girl free to make her own decision on this matter.

If the mother has in mind keeping the legal custody and care of her child, the following pertinent factors should be pointed out to her.

B. The Purpose of Counselling (Continued)

She will be faced with the financial cost of supporting herself and child, including board, clothing and medical expenses. Because of existing financial needs, it is likely she would be compelled to work full time, thereby making it necessary for her to place the child in a boarding home. When the child is in a boarding home, then it is natural to assume that the mother would only have the opportunity of seeing the child for a short period in the evenings, and possibly only on week-ends. Under these arrangements, it may be seen that the boarding home mother will be the major influence in moulding the child's character and habits, and would assume the 'mother figure' in the child's eyes. This can be frustrating to the natural mother as it is very difficult to find a home which will meet all the natural mother's hopes and expectations.

It is natural to assume that most young, unmarried mothers will eventually marry. In this event then, she should consider the feeling of her new husband toward her child. It has been the experience in most instances of this kind, that the new husband has difficulty in accepting this child in the new home and the child often suffers from an outright, or subconscious, rejection on the part of the father. As the child grows older and there may be other children in the home, the question of discipline and financial responsibility can present a problem in the marriage relationship. It is also the experience that when difficulties arise between the husband and wife, oftentimes the mother is reminded, in vindictiveness, of the illegitimacy of the child. It might also be pointed out that a child has the most security in a home where it takes the name of the legal husband. In order that this state might be arrived at, it is necessary that the legal husband be agreeable to the adoption of such a child.

If a young mother is to keep her child, and she is not able to keep up the boarding home financial arrangements for an extensive period of time, it might be necessary to consider action under The Child Welfare Act, and ultimately have to be referred to the Court.

The stigma of illegitimacy is cruel and unjust and there is still a certain amount of feeling in our society from which a mother will find it difficult to protect her child, especially when it reaches school age.

If the mother is considering surrendering legal custody of her child to the Superintendent of Child Welfare she should be read sections 51 and 52 of The Child Welfare Act. She must realize that a decision made to surrender by signing the necessary forms is final and that there is no period allowed for re-decision. It may then be explained how good adoptive homes are found and approved in this Province, outlining our adoption procedure. The mother may be told of the hundreds of good adoptive homes, where children have been accepted with great anticipation, and awarded the security and love of both parents and possibly sisters and brothers in the home. The mother may ask the worker how long it will be before her baby is placed for adoption. In the case of childre who are normal and healthy it may be said that they will be placed for adoption as soon as a good home is available.

If the mother wishes to place her child privately she should be read sections 51 and 52 in order that she will know her position legally. She

B. The Purpose of Counselling (Continued)

may be advised that many such placements are successful but should also be made aware of some of the difficulties she will be facing. For example, she will know where her child is and may or may not approve of the methods of raising; the foster parents will know the mother and will be in an awkward position should the mother become over-interested in the child; she will have no legal rights or financial control and will have to fight against natural ties in order to give the child an opportunity for a happy family relationship. Under proper circumstances of course these factors may work to the mother's advantage.

As a result of the counselling given, an unmarried mother should be able to reach a decision regarding the plans for her child. That is, she must decide whether or not it would be feasible for her to retain her child and give it the upbringing she would like it to have or whether the child should be surrendered to the Superintendent of Child Welfare for ultimate adoption placement or placed privately. Above all, her position legally must be very carefully explained to her as each of the three alternatives are discussed with her. She must reach a decision herself, there must never be any occasion when she could say later in a court that any coercion was used by any member of the department's staff. Financial assistance is available to any girl in need.

C. Points To Be Covered In Counselling Services For Unmarried Mothers

An outline of the various elements that should be covered in discussion between the girl and the counsellor is presented with recognition that the order in which material is brought up for discussion by the girl or the counsellor will vary with different girls and with different circumstances, and that it should be determined by the clues the girl herself gives about what she is ready to discuss.

There is some sense of panic in the feelings of girls contacting anyone with regard to an illegitimate pregnancy and the first need is for a sense of security and acceptance. Discussion about living arrangements, financial requirements and medical care are all important therefore in the first contact. The extent of initial discussion on these matters will vary, - e.g. the girl may have all medical arrangements made - or she may not have even had a medical examination to confirm the pregnancy and may be fearful about seeing a doctor and will require reassurance and help in making arrangements for a sympathetic medical care plan.

There needs to be discussion about what the girl is seeking with regard to prenatal care, confinement arrangements and plans for her baby - what her questions and anxieties about these matters may be and available facilities need to be explained and discussed with her.

At this stage the girl's plan for her baby is based more on her own feelings about the pregnancy rather than any real sense of the baby as a separate human being - her plans frequently change, and some continuing discussion of the baby will go on during the whole counselling contact but initial plan needs to be discussed so that her questions may be answered and some of her anxieties dealt with.

C. Points To Be Covered In Counselling Services For Unmarried Mothers (Continued)

Present family relationships with parents and with brothers and sisters may come up at initial contact if the girl is brought in by parents or if she has been recently rejected by her parents because of the pregnancy and has immediate unhappy feelings that she needs to share. However, if family contacts have been broken for some considerable time the matter of family relationships may not need to be discussed until later. This will depend on the girl's concern about them.

Past family relationships may need to be discussed and understood and it may, in some situations, be important for the girl to gain some understanding of the way these relationships have affected her own feelings and development, but this will depend on what the girl is able to discuss meaningfully with a counsellor. Generally this can only be done successfully after a strong relationship with the counsellor has been established.

Social relationships will need to be discussed and their meaning to the girl understood; i.e., her friends, her church connections, her recreational interests, etc.

Relationship with the putative father. The girl's feelings connected with the putative father and with his acceptance or denial of responsibility for the expected child will need to be explored when the girl indicates readiness to discuss this, with special emphasis on helping the girl as much as possible to become aware of and to accept responsibility for her own part in the relationship.

Employment or Current Schooling. Where the girl is employed it will be important to gain some information and understanding of her past employment experience, her training and her school background. Where the girl is in school it is important to determine and help her with present plans regarding education, correspondence courses etc.

Future plans for the girl herself need to be discussed; what she wishes to do about future employment, whether she is anxious to obtain special training in some particular field, her plan for future living arrangements and her plan with regard to future home relationships, whether she expects to share any of her future with parents, etc. Her plan for future social relationships, including dating, should be discussed with her where possible as well as her plans for religious interests and recreational interests.

Future plans for the child will have to be more thoroughly discussed close to confinement with some attempt made, where possible, to help the girl reach some decision about whether or not she wishes to keep the child or to release it for adoption and whether or not she wishes to see the baby following the birth.

The counselling process with regard to the emotional and social aspects of the pregnancy should also focus towards the end on helping the girl to determine what the experience has meant to her and to help her gain some increased maturity through the experience and as much sense of responsibility (social and moral etc.) as possible.

C. Points to be Covered in Counselling Services For Unmarried Mothers (Continued)

In summary, counselling with respect to the emotional and social aspects of the unwed mother's pregnancy should include the following wherever appropriate:-

1. Living arrangements, financial requirements and medical care.
2. Prenatal care, confinement arrangements and plans for baby.
3. Present family relationships.
4. Social relationships.
5. Relationship with the putative father.
6. Employment or schooling.
7. Future plans for girl.
8. Future plans for child.
9. What the experience has meant to her.

D. Providing For The Physical Needs Of An Unmarried Mother

Living Arrangements During Pregnancy. Some of the possible living arrangements for the unmarried mother during pregnancy are outlined below. The most desirable plan must be decided on a case to case basis, with such determining factors as family attitudes, personality of the unmarried mother, financial ability, and availability of services. Any plan should be carefully considered to make sure it is in the girl's best interest.

Own Home. Some unmarried mothers are able to remain in their own homes during pregnancy, and this may be the best plan if home standards and attitudes do not in themselves present problems. Where the home climate is favourable the parents may be best equipped to give care to the physically handicapped girl, for example the epileptic, diabetic or a girl needing special routine or diet. It is often a problem to plan for a handicapped client, and she may require more of a caseworker's time than other unmarried mothers.

Such a plan is questionable if there is parental rejection or overprotection, or if the girl wants to get away from home for personal reasons.

Maternity Home. In many cases an institution for unmarried mothers is the most appropriate place for the girl to stay. The routine and regular schedule of a maternity home often can provide some basic security to a girl in emotional turmoil. The group living, the sharing of feelings and experiences, can be therapeutic and lead to a greater understanding of personal problems of adjustment.

However, for some unmarried mothers a maternity home is not desirable. They may find group living difficult, and be unable to adjust to institutional life. In such cases the discussion of experiences with other girls in the same situation may be disturbing rather than helpful. This may particularly apply to most older unmarried mothers.

Wage Home. For the unmarried mother in sound physical condition a wage home placement has many advantages. In particular, it helps the girl retain some feeling of independence through being self-supporting. In

D. Providing For The Physical Needs Of An Unmarried Mother (Continued)

some cases where a girl has not received any help from her family, she may benefit from the acceptance and warmth of a carefully selected wage home.

Because of the potential difficulties in relationships and the possibility of the pregnant woman being exploited or overworked, it is desirable that agencies assume considerable responsibility for wage homes to which they refer clients. Ideally a home visit should be made by the social worker.

The work the unmarried mother may be expected to do, the need for rest periods, the privacy of her own room, and reasonable pay for services rendered, are some of the factors to be reviewed with applicants. The social worker should follow up on such placements.

The amount of pay may vary from area to area and partly depends on what is expected of the girls. A check with the National Employment Office may provide some information on reasonable rates.

A wage home is not a feasible plan for a girl applying for assistance in the later months of pregnancy. Also, for the very young, immature, or disturbed girl an alternate plan should be considered.

Foster Home. Foster home care means that the unmarried mother lives with a family who are reimbursed for the care they provide. Such care may be particularly appropriate for the very young girl with emotional or delinquent problems, or for the older pregnant woman who wants comparative seclusion but is unable to work in a wage home. It also may be most useful for the girl who is very close to confinement and is in need of care.

The social agency again has the responsibility of carefully selecting foster homes in order to obtain warm, accepting foster parents. The make-up of the family should also be considered. It would be inadvisable, for example, to use a home where there are teen-age children. The social worker's follow-up with both the foster home and the unmarried mother would be similar to cases of foster home care for a child.

One difficulty in considering this type of care is the necessary financial consideration. Either the unmarried mother must have sufficient funds or the agency must be prepared to underwrite the costs.

Independent Plans. Some unmarried mothers may find suitable employment and living arrangements themselves. They may only need supportive help from the social worker and help in planning for the child. An independent plan should be assessed with the girl to ensure that she is not being exploited.

APPENDIX "D"

DEPARTMENT OF PUBLIC WELFARE
EDMONTON, ALBERTA

April 20, 1961
Page 1

SOCIAL HISTORY OUTLINE

(To be completed if children are committed to the care of the Superintendent as temporary or permanent wards)

Family History

Father: (Birthdate and place of birth, racial origin, education occupation, appearance and personality, health) Special reference to any diseases such as Epilepsy, T.B., V.D. (Putative father as well as legal father).

Mother: (same as above)

Marital Status and Relationship:

(married, common-law union, separated, extent of marital discord, who deserted, etc.)

Child or Children made wards:

(Name, birthdate, birthplace, appearance, personality, complete record of immunizations, attitude toward parents and siblings, special interests or activities, school, full health record of sicknesses and illnesses.)

Other Children in the Family:

(Name, age, personality, present whereabouts, attitude toward neglected children.)

Religion:

(Affiliation with church, if any, parents practising religion, If children Roman Catholic, where baptized.)

Home Conditions:

(Present living conditions, overcrowded, state of housekeeping, etc.)

Economic Situation:

(State of family finances, debts, hardships, regular employment, chronically dependent, etc.)

Residence History of Parents for Past Three Years

School: (School last attended by each child, grade, assessment of intelligence, if available. List examinations by Child Guidance Clinic, if any.)

SOCIAL HISTORY OUTLINE

Plans of Parents:

(Attitude toward children and wardship, co-operative or otherwise, hopes for re-establishment, any concrete plans, assessment of their ability to change and meet needs of children.)

Plans of Child:

(Any special attitude towards home, foster home, wardship, return to home, work, school, etc.)

Interested relatives or Close Family Friends:

(Past activity and how they might assist in the future.)

DEPARTMENT OF PUBLIC WELFARE
EDMONTON, ALBERTA.

APPENDIX "E"
February 19th, 1964
Page 1

CLOTHING STANDARDS FOR CHILDREN IN CARE

A. Newborn Boy or Girl (Birth to 1 year)

1 Bunting bag (or snow suit)
4 nighties (or pyjama sets)
2 dresses - for a girl
3 pairs plastic panties
2 sweater sets (each consisting of bonnet, sweater and booties)
1 large infant blanket
2 pairs babyalls.

3 undershirts
3 doz. diapers
2 romper sets - for a boy
4 pairs infant hose
1 receiving blanket

Drugs

1 fluid vitamin drops (not fish liver base) 30 c.c. bot.
6 baby bottles with nipples (if needed)
1 can baby powder - standard size (8 oz. can)
1 bottle baby oil.

B. One to Two years (1 to 2 yrs)

Boy	Girl
1 pair shoes	1 pair shoes
1 pair bedroom slippers	1 pair bedroom slippers
1 pair overshoes (if winter)	1 pair rubbers
1 pair rubbers	1 pair overshoes (if winter)
2 pair pyjamas	2 pair sleepers
5 pair cotton training pants	4 pair training pants
3 undershirts	3 undershirts
3 T-shirts	3 T-shirts or blouses
2 sweaters	3 pair babyalls or coverals
2 doz. diapers	2 sweaters
4 pair plastic panties	2 dozen diapers
1 romper set	4 plastic pants
1 snowsuit (if winter)	1 dress for good
4 pairs socks	1 slip for good
1 toque (if winter)	2 everyday dresses
1 scarf (if winter)	2 slips for everyday
2 pairs mittens (if winter)	2 pair mittens (if winter)
2 leotards (if winter)	1 scarf (if winter)
1 toothbrush	3 pairs leotards
3 pairs babyalls or coveralls	1 toque (if winter)
	1 snowsuit (if winter)
	4 pairs sockees
	1 toothbrush

C. Three to Six years (3 to 6 yrs)

Boy	Girl
1 pair shoes	1 pair shoes
1 pair rubbers	1 pair overshoes (if winter)
1 pair overshoes (if winter)	1 pair rubber knee boots
1 pair ruber knee boots	1 pair bedroom slippers
1 pair bedroom slippers	1 pair running shoes
1 pair running shoes	

CLOTHING STANDARDS FOR CHILDREN IN CARE

C. Three to Six years (3 to 6 yrs) Continued

Boys

2 pair pyjamas
3 undershirts
3 pairs undershorts (can substitute 2 suits long underwear if winter)
3 T-shirts
1 sweater (cardigan)
1 snowsuit (if winter)
4 pairs socks
2 pairs school pants
1 pair dress pants
1 dress shirt
1 cap (or toque if winter)
1 scarf (if winter)
2 pairs mittens (if winter)
1 pair swimtrunks (if indicated)
1 toothbrush and comb

Girls

2 pairs pyjamas
3 pairs panties
3 undershirts (vests)
2 T-shirts or blouses
2 sweaters
1 snowsuit (if winter)
4 pairs sockees
2 pairs slacks or jeans
1 dress for good
1 slip for good
2 everyday dresses
2 everyday slips
1 hat
1 scarf (if winter)
3 pairs leotards
2 pair mittens (if winter)
1 toothbrush and comb
1 bathing suit (if indicated)

D. Seven to Twelve years (7 to 12 yrs.)

Boys

1 pair oxfords for school
1 pair rubbers
1 pair overshoes (if winter)
1 pair rubber knee boots
1 pair runners
1 pair bedroom slippers
2 pairs mittens (if winter)
1 cap (or toque if winter)
2 pair pyjamas
2 everyday shirts
1 shirt (sports or dress)
1 tie
3 vests)can substitute combination
3 trunks)underwear - 2 suits if winter
4 pair socks
2 pairs school pants
1 pair dress pants
1 waist belt
1 jacket
1 pair swimming trunks (if indicated)
1 parka or storm coat (if winter)
1 T-shirt
3 handkerchiefs
1 sweater
1 toothbruch and comb
1 lunch kit - as indicated

Girls

1 pair shoes for every day
1 pair running shoes
1 pair overshoes (if winter)
1 pair rubbers or rubber knee boots
1 pair bedroom slippers
2 pairs slacks
1 everyday skirt or jumper
1 dress wear skirt
1 dress for good wear
1 slip for good
2 everyday dresses
2 everyday slips
2 blouses
1 pullover sweater
1 cardigan sweater
6 pairs panties
3 pairs leotards (if winter) or 3 pairs cotton hose
2 pairs of nylons (if over 10 years)
1 garter belt
2 brassiers (if indicated)
1 coat
1 head scarf or hat
2 pairs pyjamas or nighties
1 pair gloves or mitts (if winter)
4 pair sockees
1 bathing suit (if indicated)
1 toothbrush and comb
1 lunch kit as indicated
1 sanitary belt (if indicated)

CLOTHING STANDARDS FOR CHILDREN IN CARE

E. Thirteen to Twenty-one (13 to 21 yrs)

Boys

1 pair oxfords for school
1 pair rubbers
1 pair overshoes (if winter)
1 pair running shoes
1 pair bedroom slippers
2 pair pyjamas
1 cap (or ear muffs if winter)
3 everyday shirts
1 shirt(sport or dress)
3 undershirts)or can substitute com-
3 pairs briefs) bination underwear - 2 suits (if winter)
4 pairs socks
2 pairs school pants
1 pair dress pants
1 zipper jacket
1 waist belt
1 parka or half length suburban coat (if winter)
2 T-shirts
3 handkerchiefs
1 tie
1 pair gloves or mitts (as indicated)
1 cardigan sweater
1 pair swimming trunks (if indicated)
1 toothbrush and comb
1 lunch kit as indicated
1 safety razor and 6 blades (limit $1.95)
1 shaving brush (limit $1.95) (if indicated)

Girls

1 pair shoes for everyday
1 pair shoes for good
1 pair overshoes (if winter)
1 pair rubbers
1 pair bedroom slippers
3 handkerchiefs
2 brassiers
6 pairs panties
2 pairs pyjamas or nighties
2 blouses
3 pair nylons
1 pullover sweater
1 cardigan sweater
1 dress for good
1 slip for good
2 dresses for school
2 slips for school
1 skirt for good
1 skirt for school or jumper
1 coat
1 jacket
1 pair gloves
1 hat or head scarf
1 pantie girdle
4 pairs sockees
1 bathing suit (if indicated)
1 sanitary belt
2 pairs leotards (if winter)
1 toothbrush and comb
1 lunch kit as indicated

APPENDIX "F"

DEPARTMENT OF PUBLIC WELFARE
EDMONTON, ALBERTA

April 26, 1961

COMPLETION OF LEGAL DOCUMENTS

The Swearing of Affidavits

Care must be taken at all times to ensure that forms are properly completed, commissioned and sworn. It is most important that no person be allowed to swear a false affidavit. Before swearing an affidavit the person being sworn shall read it over carefully and the Commissioner for Oaths shall make certain that the person being sworn fully understands the contents of the affidavit.

All alterations to a prepared affidavit shall be initialled by the Commissioner for Oaths and, while it is not required by law, the corrections should also be initialled by the person being sworn for the protection of all parties concerned. This will include changes which are made by ruling out a line or lines. Exhibits to affidavits must be properly marked as stated in the affidavit. Affidavits should be sworn identically in all cases.

After the person making the affidavit has read it and understands what it means, he shall sign it and hand it to the Commissioner for Oaths who will then hand a Testament to the person. If the person making the affidavit is a Jew a copy of the Old Testament will be handed to him. The officer will then address the person taking the oath, as follows: "You have read over this affidavit and are aware of its contents." If he answers in the affirmative the officer shall then say: "You swear that this is your name and handwriting, and you swear that the contents of this your affidavit are true. So help you God." The person taking the oath should then either kiss the Bible, or hold the same up in his right hand, at the same time saying "I do".

Signatures on Legal Documents

The signature of a person swearing an affidavit must be the same as that of the name of the person being sworn (i.e. it is not proper for a person to sign Mrs. John Smith in a case where the affidavit reads "I, Mary Smith, do solemnly swear"). If it is signed Mrs. John Smith, in such a case another affidavit would then be required swearing that Mary Smith and Mrs.John Smith are one and the same person.

Errors in Spelling

Errors in spelling could cause a legal document to become null and void. It is wise to follow the teaching in law schools that all documents shall be carefully checked, rechecked and double checked to make certain that there are absolutely no errors.

Make certain that all handwriting on documents is legible. In cases where a person has a signature which is unreadable, print the name so that it may be readily understood.

APPENDIX "G"

GUIDE TO HOME INVESTIGATION REPORT FOR SUPREME COURT

REGARDING EACH PARENT

Include any information which is relevant such as: employment history, interests, and hobbies, racial origin and apparent degree of assimilation, health, appearance and personality, apparent emotional maturity, relationships to immediate family (in particular own family), religion (including participation in religious activities - intentions in regard to religious training of the child to be explored), ideas on child training, abilities to cope with frustrations and problems and attitudes toward children, flexibility, standing in the community, parents reputation as a worker and provider.

CHILDREN IN THE HOME

Full name of all children in the home and their relationship to the adopting or foster parents should be obtained. Date and place of birth, appearance, health, school grades or occupation. Personality, relationships to parents, brothers and sisters, attitudes toward sharing with foster child or adopted child and degree of acceptance likely to be expected.

OTHERS IN THE HOME

Relation to the family - participation in family activities.

HEALTH

If any record of communicable disease, history of T.B. - date of last T.B. X-ray. Availability of medical and hospital care, name of family doctor - dentist. Health of all other children in the home as well as other adults in the home to be checked, (e.g. grandparents).

FINANCIAL SITUATION

Has each parent a steady income? How much and how is this made up? Do they carry insurance protection? Have a savings account? Do they own their home outright? Are they buying or renting? Do they own a car or truck or if on the farm, is the farm equipment up to date and paid for? Do the parents live within their means? If the parents are buying their home state the date of purchase, down payment and amount of monthly payments. Give full particulars of debts, payments and assets.

HOME

Full description including number of bedrooms and sleeping arrangements for the child or children, play space both inside and out. List home conveniences, such as electricity, plumbing facilities, adequate water supply. If basement accommodation is to be considered give full details, windows, ventilation, etc. Exits in event of fire.

NEIGHBOURHOOD

This should include brief descriptions of location, urban or rural; availability

APPENDIX "G"

GUIDE TO HOME INVESTIGATION REPORT FOR SUPREME COURT

NEIGHBOURHOOD (continued)

of medical resources, including mention of pediatrician, if there is one, hospital, school, church. Community activities such as Brownies, Cubs, Scouts, etc., or special playgrounds for children are of interest. If applicants have natural children in school, what interest do the parents take in the school activities -- Home and School Association, etc.

REFERENCES

The worker should obtain the names and addresses of two, or more if necessary, reliable references with respect to each parent. These references should be well acquainted with the parents and be able to give reliable information regarding the suitability of the parent and the home for the care of the child or children. The names and addresses of the references should be given in the report as well as a summary of their report on the parent and the home.

References are valuable only if used properly. They should be contacted personally if they live in the same area as the applicants. In very special instances where it appears to be impractical or unnecessary, references can be contacted by telephone. It is advisable to interview minister or priest, personally if at all possible.

EVALUATION OF THE HOME

The worker must state how long he has known each parent. Central Office will give a due date for the report depending on circumstances for the hearing. Frequently, there will only be sufficient time for one visit to the home of each parent and this may be adequate in most cases. However, contact with the parent should be sufficiently frequent for the worker to have a reasonable understanding of the person and his suitability as a person to care for a child. The worker should consider the parent and the home in the same manner in which he would a foster home for the placement of a child that is a ward.

OBSERVATIONS AND RECOMMENDATIONS

The worker should include in his report a summary of his observations with respect to the parent and the home. However, there is little need to describe the unfavourable relationships that existed between the husband and wife prior to or immediately following the husband and wife's separation.

The worker should include in his report his own recommendation regarding the suitability of a home or a parent that might provide some assistance to the court in making its judgement.

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